



**Montana Department of Transportation
Information Services Division**

Manage ROW Parcel Documents User's Manual

**Version 1.0.0
April 2016**

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1. Overview

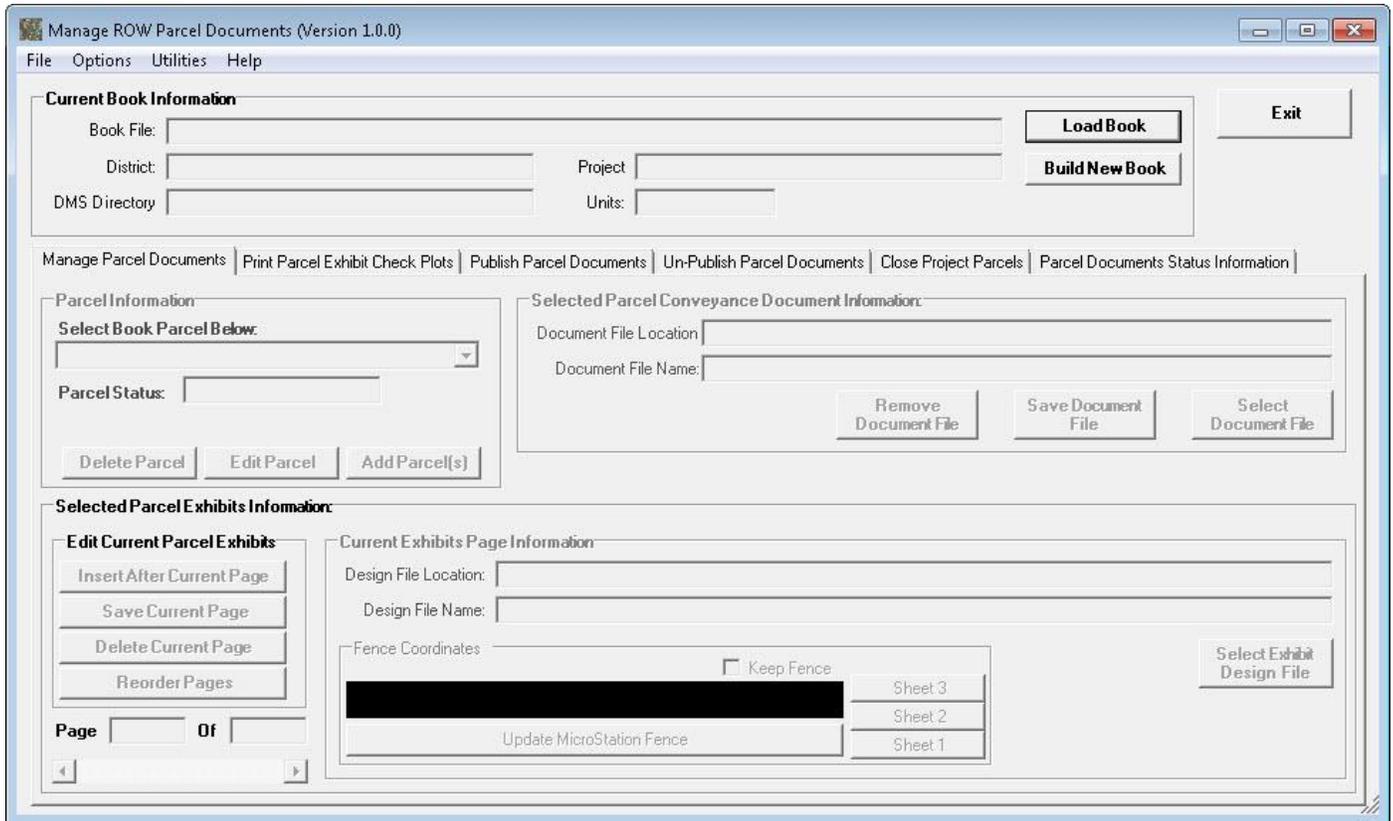
The MDT Right of Way Bureau is responsible for the acquisition of land in support of the department's mission of creating and maintaining the state's highway transportation infrastructure.

The program described in this document has been designed to increase the efficiency & accuracy of the parcel document publication process and streamline the publication of Right of Way acquisition documents.

The MDT Manage ROW Parcel Documents program allows MDT Right-of-Way design staff to Manage Creation and Publication of Right-of-Way Parcel for access by MDT Right-of-Way.

2. Main Form

When the program is first started, the user is presented with the "main" form shown below. This is where all actions start.



The main form has menu options as follows.

Menus



There are four main level menus that are displayed.

There are one or more options that are displayed under each menu item. The following shows the main menu items and the sub-items for each.

File Menu

Option	Description
Book > Load Book	Allows for selection of an existing ROW parcels book to be opened.
Book > Build New Book	Allows for building a new ROW parcels book.
Exit	Closes the application.

Options Menu

Option	Description
User Options	Opens form for editing user's default "Plotter", "District", "Prompt Before Making Changes" or "Prompt To Send Email Notifications" options settings.

Utilities Menu

Option	Description
View ROW Parcel Docs Update Requests	Opens form displaying the ROW Parcel Documents Update Requests in the Request Queue.
List ROW Parcels Book Parcels Conveyance Document and Exhibit Pages	Creates text file containing current ROW Parcels Book Parcel Conveyance and Exhibit Pages information.

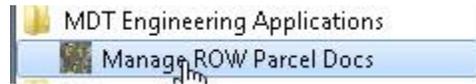
Help Menu

Option	Description
About Manage ROW Parcel Documents	Opens form displaying information about the Manage ROW Parcel Documents Application, including Version and Support contact information.
View User's Manual	Opens the PDF version of the Manage ROW Parcel Documents User's Manual

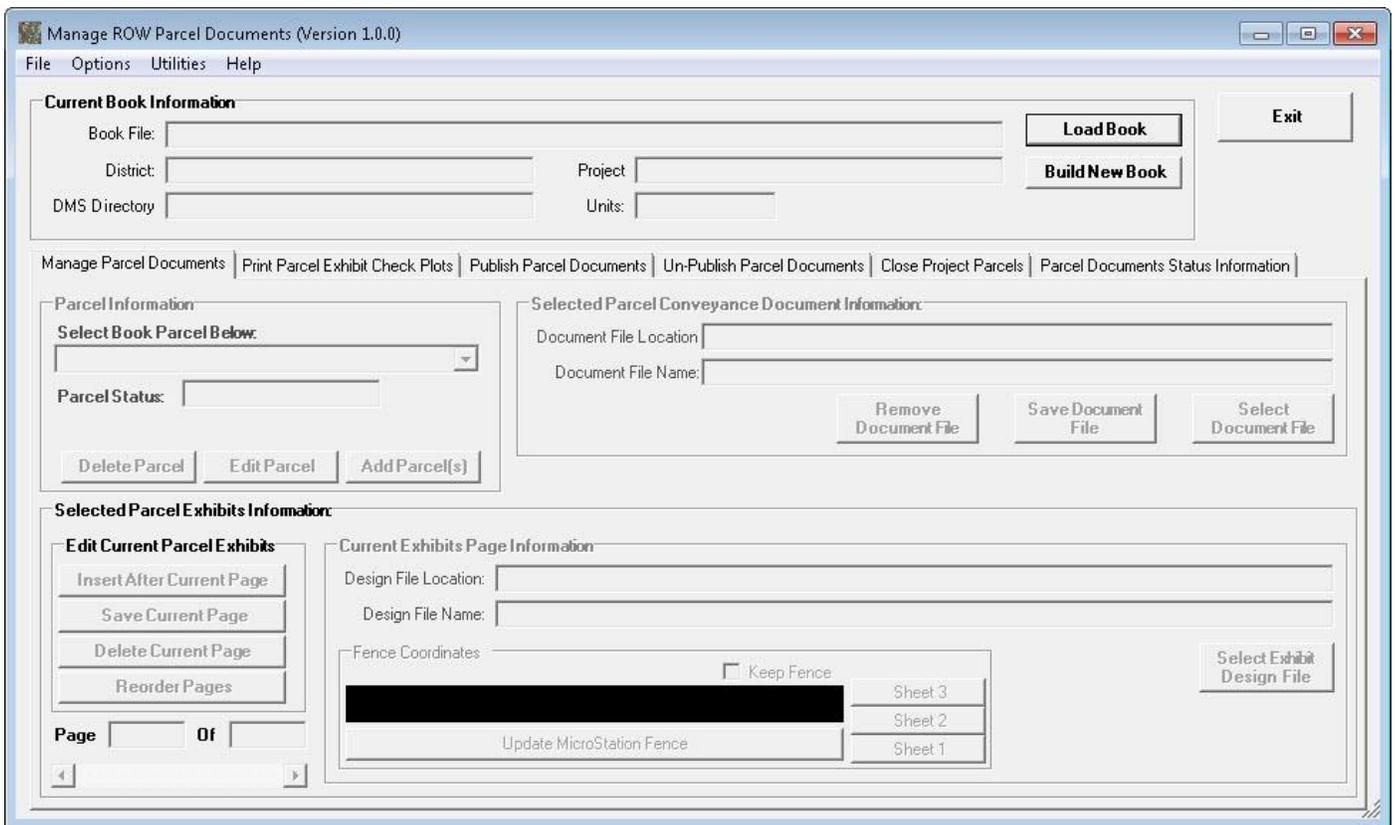
3. General Operations

3.1 Start Manage ROW Parcel Documents

Click on the Manage ROW Parcel Docs shortcut (shown below) in the **All Programs → MDT Engineering Applications** program group on your computer to start the MDT Manage ROW Parcel Documents program.



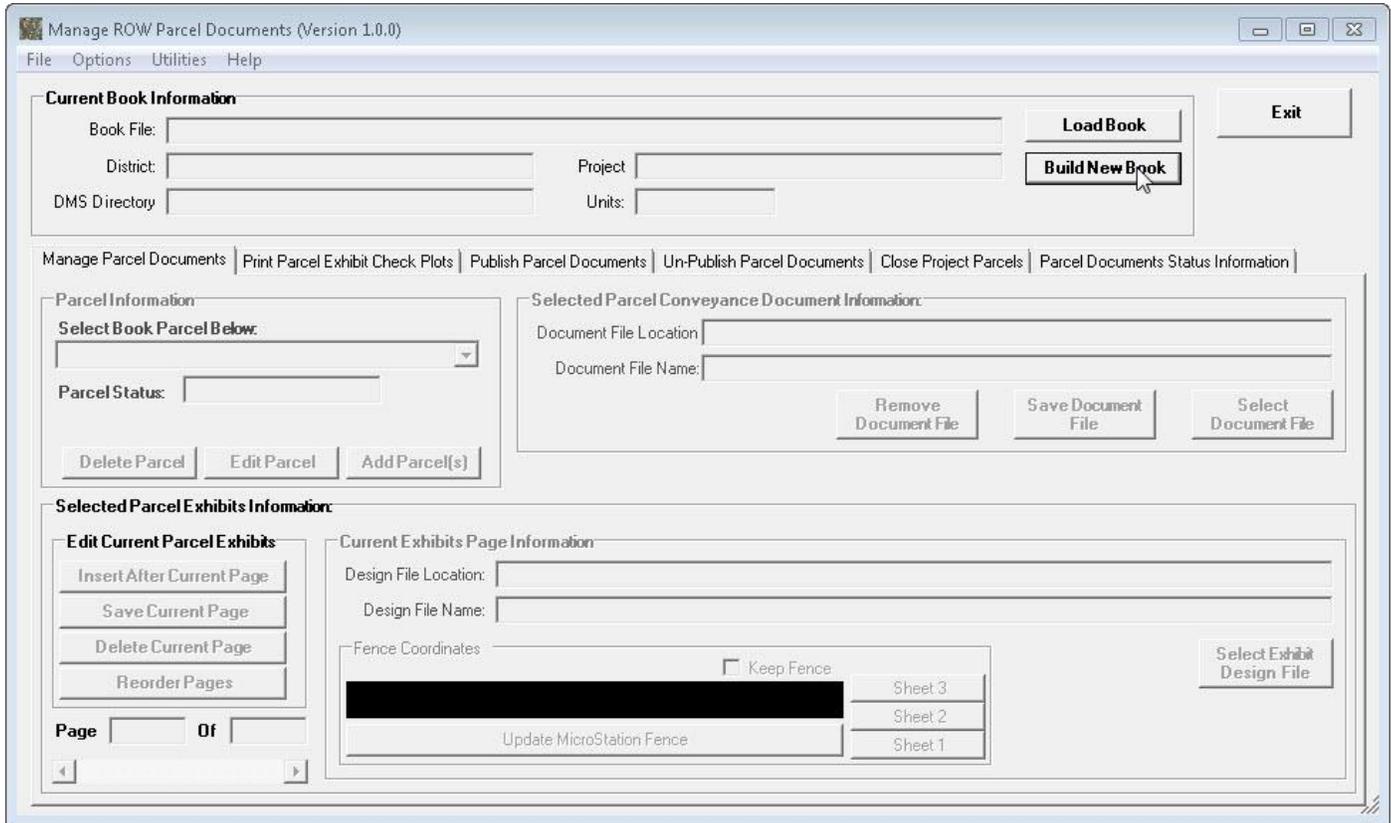
The Manage ROW Parcel Documents main form will be displayed as shown below.



After the main form completes loading the next steps are to either build a new ROW Parcels book (Build New Book) or load an existing ROW Parcels book (Load Book).

4. Build a New ROW Parcels Book

To build a new ROW Parcels book, select the **Build New Book** button as shown below.



Alternatively, selecting the **File** menu → **Book** sub-item → **Build New Book** sub-item option will start the process of building a new ROW Parcels book.

A **Build New ROW Parcels Book** form will be displayed as shown below.

The screenshot shows a software window titled "Build New ROW Parcels Book". The window contains the following elements:

- Select District Below:** A group box containing five radio buttons: Missoula, Butte, Great Falls, Glendive, and Billings.
- Select Project Directory Below:** A list box containing the following text:
4855002
6137000
7930000
- Selected DMS Directory For Project:** An empty text input field and a button labeled "Select DMS Directory For Project".
- Select The Project Units Below:** A group box containing two radio buttons: English and Metric.
- Buttons:** "Cancel" and "Add Parcels" buttons are located at the bottom right of the form.
- Validation Errors:** A text area at the bottom left contains the following error messages:
Project is not selected.
DMS Directory For Project is not selected.

The user's default district will be selected when the form opens. For the above example, the default district was Missoula. To build a new book for a project in a different district, select the desired district option in the Select District Below section at the top of the form.

The existing projects in the Draft Deeds share for the selected district are displayed in the list box under the Select Project Directory Below: label, as shown above.

Next, select the desired project for the new book from the list of projects, as shown below.

Build New ROW Parcels Book

Select District Below

Missoula Great Falls Billings
 Butte Glendive

Select Project Directory Below:

4855002
6137000
7930000

Selected DMS Directory For Project

Select DMS Directory For Project

Select The Project Units Below

English Metric

Cancel Add Parcels

Validation Errors:

DMS Directory For Project is not selected.

Next, click the **Select DMS Directory For Project** button to select the DMS Directory for the project. (The DMS directory must be provided by the user in order for the system to be able to find the reference files attached to the ROW Exhibit design files.)

The screenshot shows a dialog box titled "Build New ROW Parcels Book". It contains several sections: "Select District Below" with radio buttons for Missoula (selected), Butte, Great Falls, Glendive, and Billings; "Select Project Directory Below" with a list box containing 4855002, 6137000, and 7930000 (selected); "Selected DMS Directory For Project" with an empty text box and a button labeled "Select DMS Directory For Project"; "Select The Project Units Below" with radio buttons for English (selected) and Metric; and two buttons labeled "Cancel" and "Add Parcels". At the bottom, a "Validation Errors:" section contains the message "DMS Directory For Project is not selected."

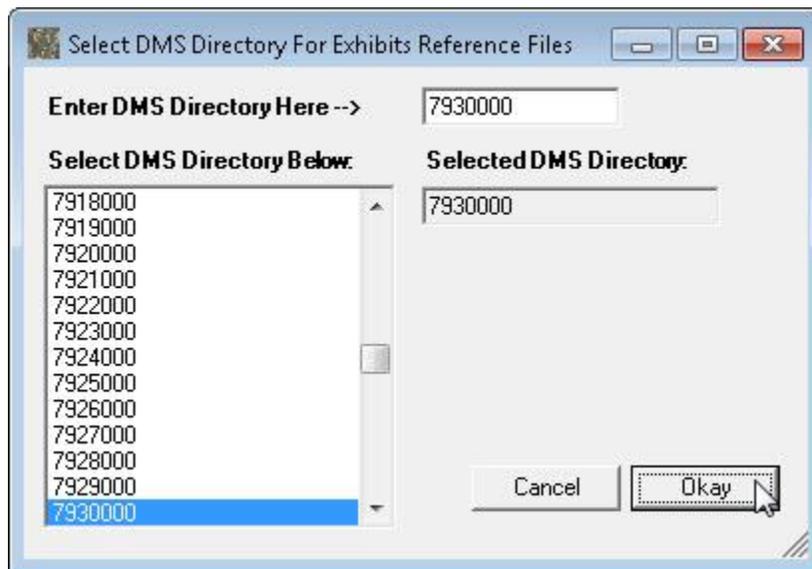
The **Select DMS Directory For Exhibits Reference Files** form is displayed, as shown below.

The screenshot shows a dialog box titled "Select DMS Directory For Exhibits Reference Files". It features an input field "Enter DMS Directory Here -->" with the value "7930000". Below it is a list box "Select DMS Directory Below" with a scrollable list of directory numbers from 7918000 to 7930000, where 7930000 is selected. To the right, a "Selected DMS Directory:" field also displays "7930000". At the bottom, there are "Cancel" and "Okay" buttons.

The ***Enter DMS Directory Here*** → text entry box will be pre-populated with the selected Project from the previous form. A list of existing DMS directories is displayed under the Select DMS Directory Below: label. The DMS directory in the list that is closest to the text entered into the ***Enter DMS Directory Here*** → text box will be displayed and selected in the list of DMS directories. If not match is found then no selection will be highlighted in the list.

Find and select the DMS Directory for the project in the list. The selected DMS directory is displayed in the text box under the ***Selected DMS Directory:*** label.

Once the proper DMS Directory for the project has been selected, select the **Okay** button to continue, as shown below.



The ***Build New ROW Parcels Book*** form will be re-displayed with the selected DMS directory for the project displayed, as shown below:

Build New ROW Parcels Book

Select District Below

Missoula Great Falls Billings

Butte Glendive

Select Project Directory Below.

4855002
6137000
7930000

Selected DMS Directory For Project

7930000

Select DMS Directory For Project

Select The Project Units Below

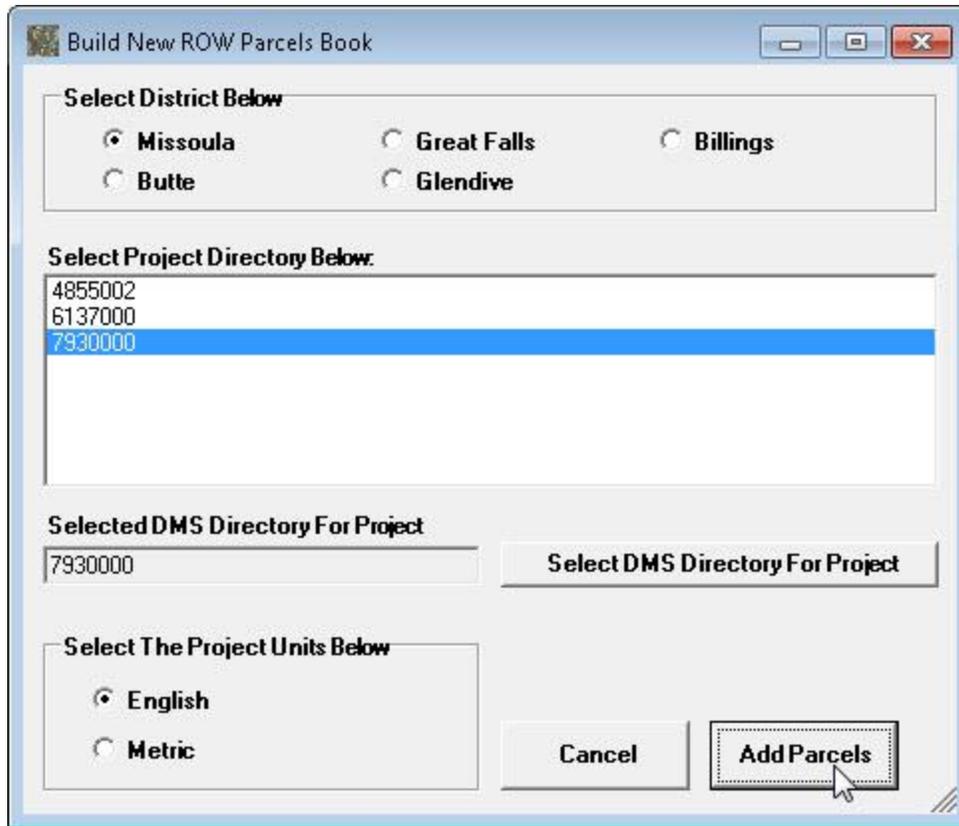
English

Metric

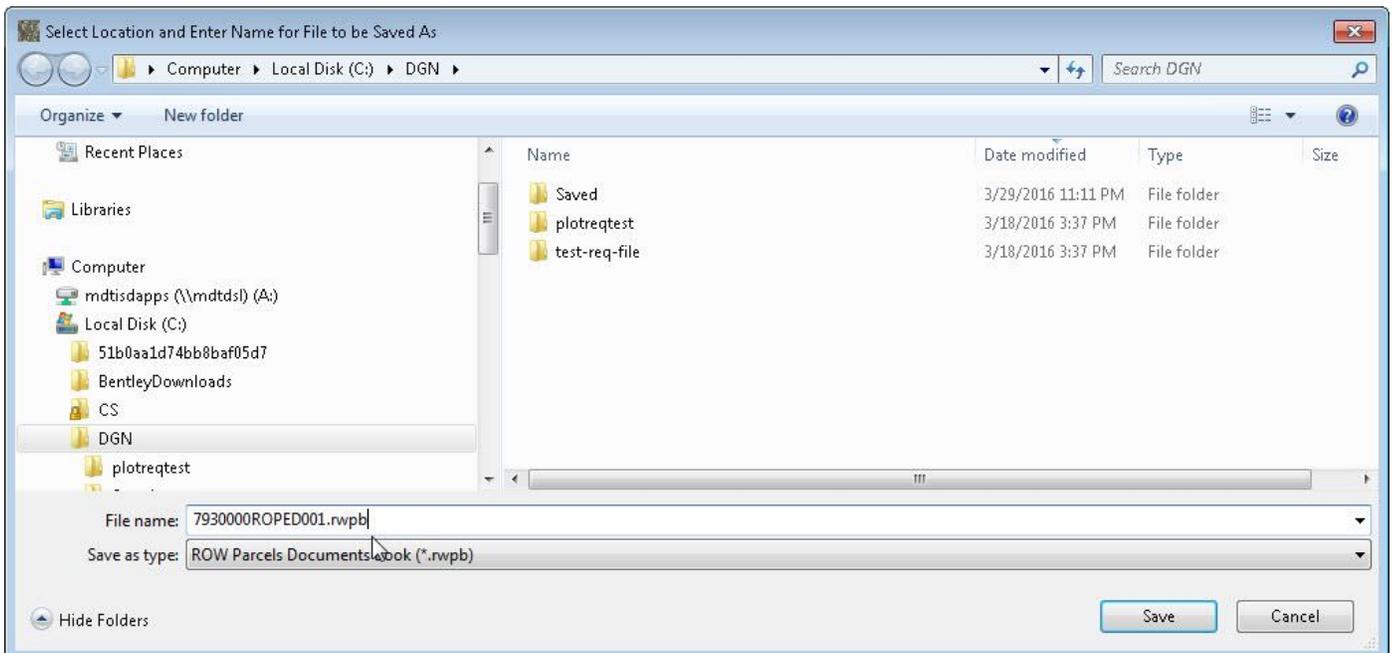
Cancel Add Parcels

Next, select the units for the project in the **Select The Project Units Below** section at the bottom of the form. In the example above the units are left at the default English value.

Next, select the **Add Parcels** button as shown below to add parcels to the new book.



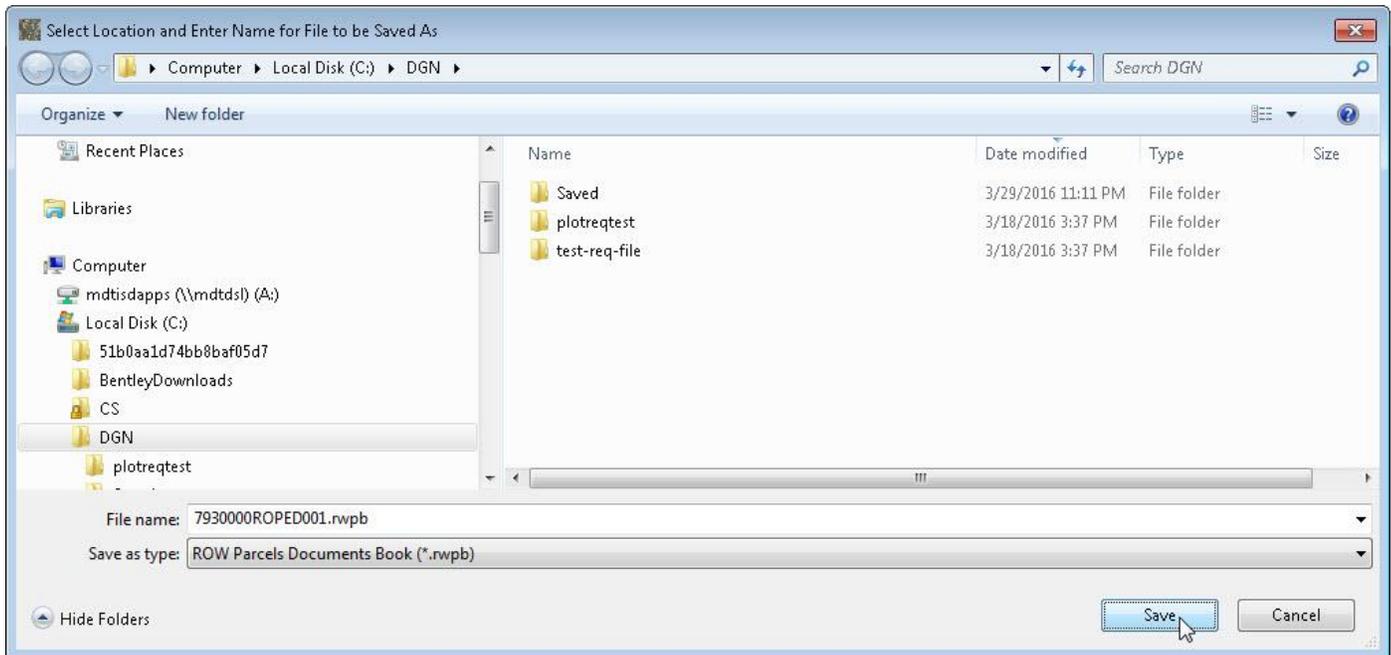
Next, you will be prompted to select the location and name for the ROW Parcels book file to be saved as, as shown below.



Manage ROW Parcel Documents User's Manual

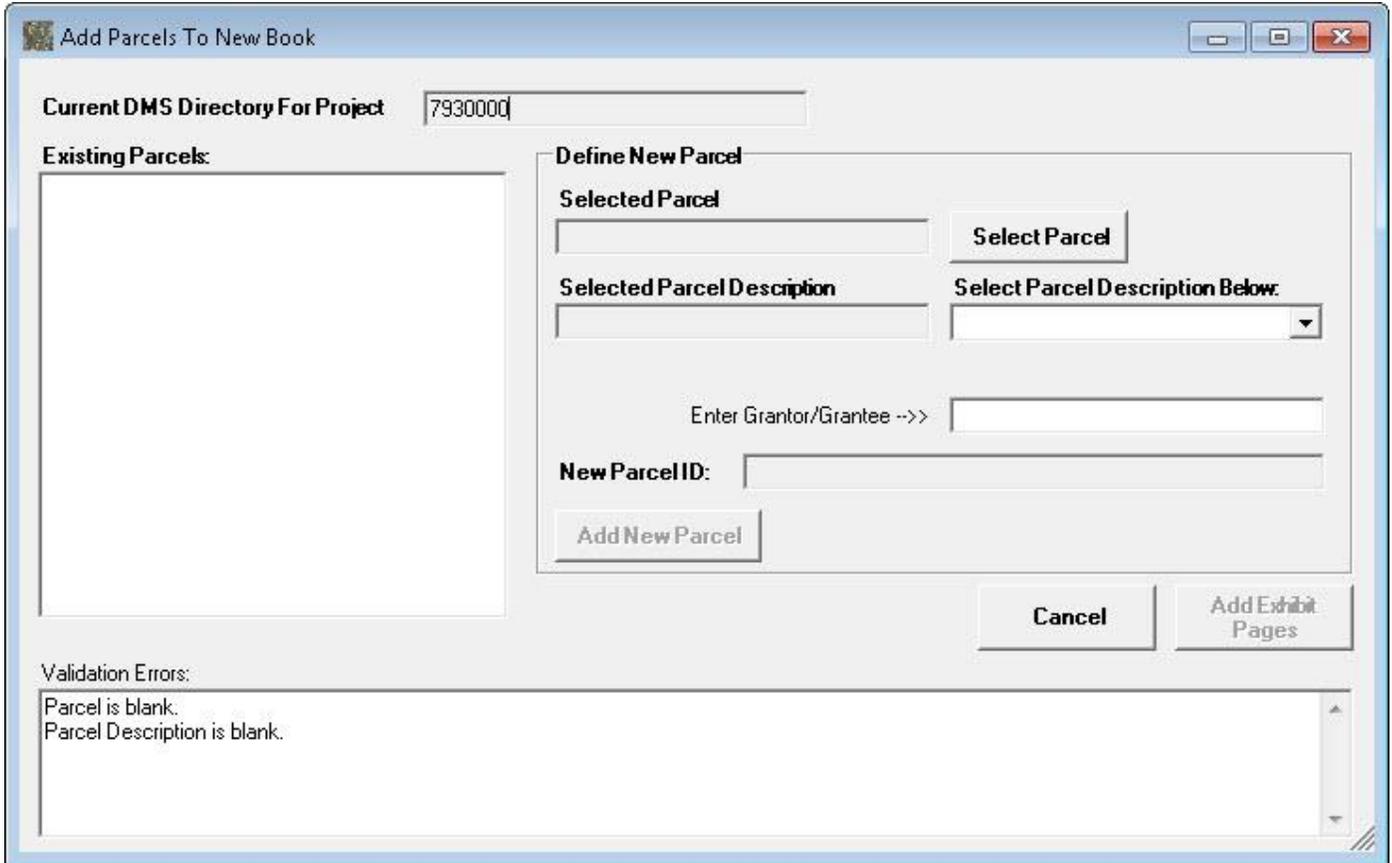
The File name will be pre-populated with a file name following DMS file naming standards, starting with the DMS directory for the project followed by the RO workgroup and the PED (Parcel Exhibit and Conveyance Document) class and ending with the ROW Parcels Book file extension (.rwpb), as shown above.

After selecting the desired location and file name select the **Save** button to save the selection and continue the Build New Book operations.



Next, the **Add Parcels To New Book** form will be displayed, as shown below.

This form is used to define the parcels for the new book being created.



The screenshot shows a software window titled "Add Parcels To New Book". At the top, there is a text input field labeled "Current DMS Directory For Project" with the value "7930000". Below this is a section titled "Existing Parcels:" which contains an empty rectangular area. To the right of this is a "Define New Parcel" section. It contains several fields and buttons: a "Selected Parcel" text box, a "Select Parcel" button, a "Selected Parcel Description" text box, a "Select Parcel Description Below:" dropdown menu, an "Enter Grantor/Grantee -->" text box, a "New Parcel ID:" text box, and an "Add New Parcel" button. At the bottom right of the window are "Cancel" and "Add Exhibit Pages" buttons. At the bottom left, there is a "Validation Errors:" section with a scrollable list containing two error messages: "Parcel is blank." and "Parcel Description is blank."

To add parcels first select the **Select Parcel** button, as shown below:

Add Parcels To New Book

Current DMS Directory For Project: 7930000

Existing Parcels:

Define New Parcel

Selected Parcel: **Select Parcel**

Selected Parcel Description: **Select Parcel Description Below:**

Enter Grantor/Grantee -->

New Parcel ID:

Add New Parcel

Cancel **Add Exhibit Pages**

Validation Errors:

Parcel is blank.
Parcel Description is blank.

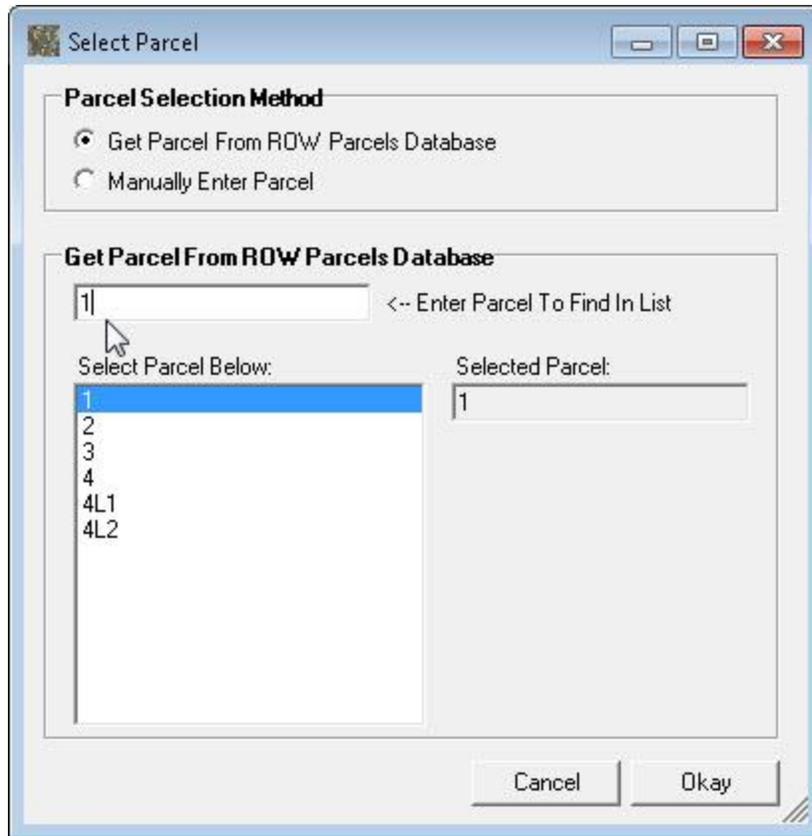
A **Select Parcel** form will be displayed as shown below.

The screenshot shows a dialog box titled "Select Parcel". It has a title bar with standard window controls (minimize, maximize, close). The dialog is divided into two main sections. The first section, "Parcel Selection Method", contains two radio buttons: "Get Parcel From ROW Parcels Database" (which is selected) and "Manually Enter Parcel". The second section, "Get Parcel From ROW Parcels Database", contains a text box with the placeholder "<-- Enter Parcel To Find In List". Below this text box is a list box labeled "Select Parcel Below:" containing the items "1", "2", "3", "4", "4L1", and "4L2". To the right of the list box is a text box labeled "Selected Parcel:". At the bottom right of the dialog are "Cancel" and "Okay" buttons.

Using this form the user can identify the Parcel number by either selecting from the parcels stored in the ROW Parcels database or by manually entering the parcel number.

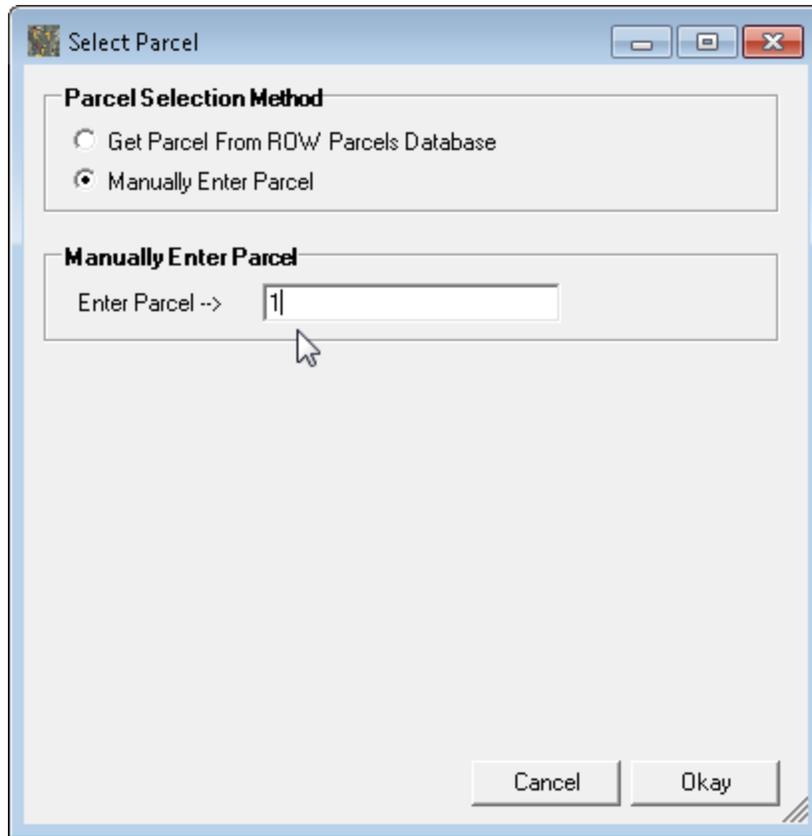
The ***Get Parcel From Parcels Database*** option is selected by default. When this option is selected the parcels stored in the ROW Parcels database are displayed in the list below the ***Selected Parcel Below:*** label, as shown above.

The user can start entering the desired Parcel number to find in the list into the text box next to the ***Enter Parcel to Find In List*** label and the entered value will be searched for and selected in the list, as shown below.

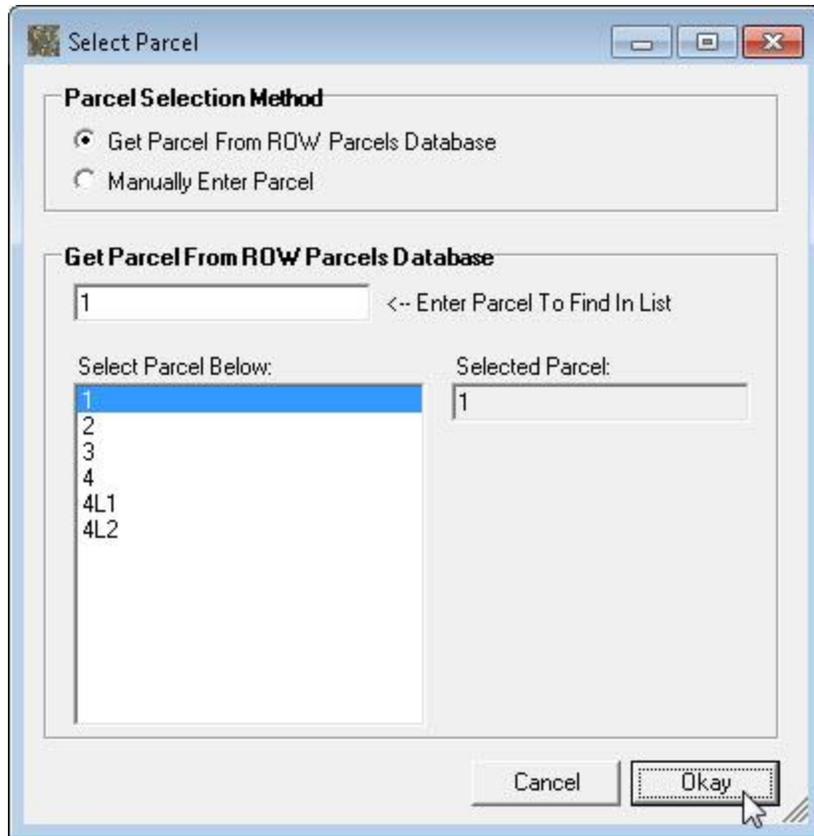


The selected parcel number is displayed in the text box under the **Selected Parcel** label, as shown above.

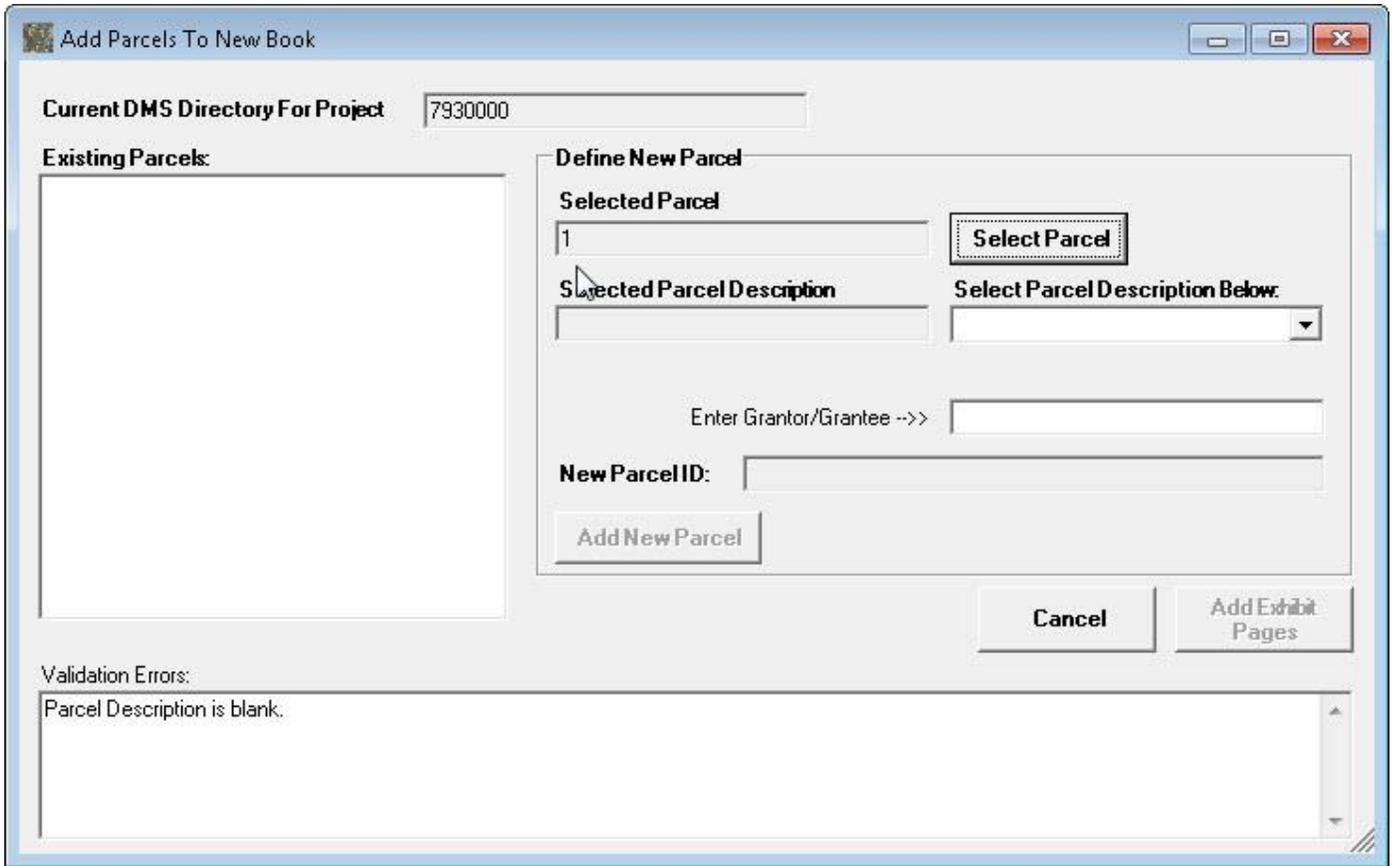
Alternatively, the user can select the **Manually Enter Parcel** option and enter the Parcel number in the text box, as shown below.



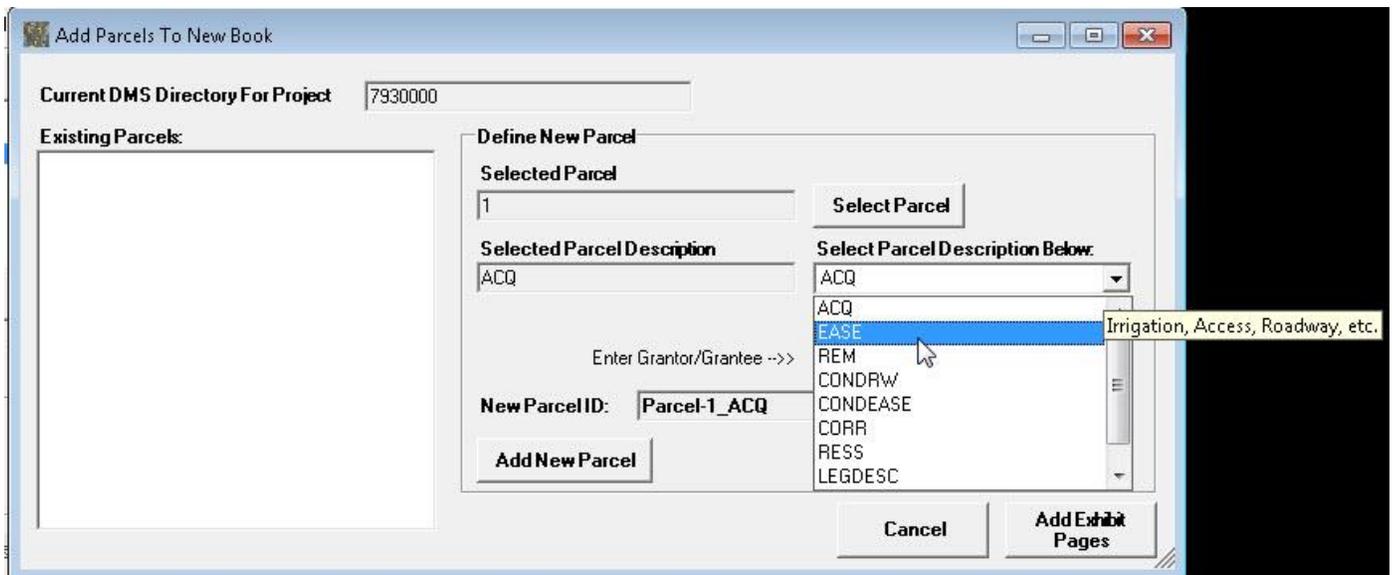
After selecting the Parcel number select the **Okay** button to continue, as shown below.



The program will then return to the **Add Parcels To New Book** form with the selected Parcel number populated, as shown below.

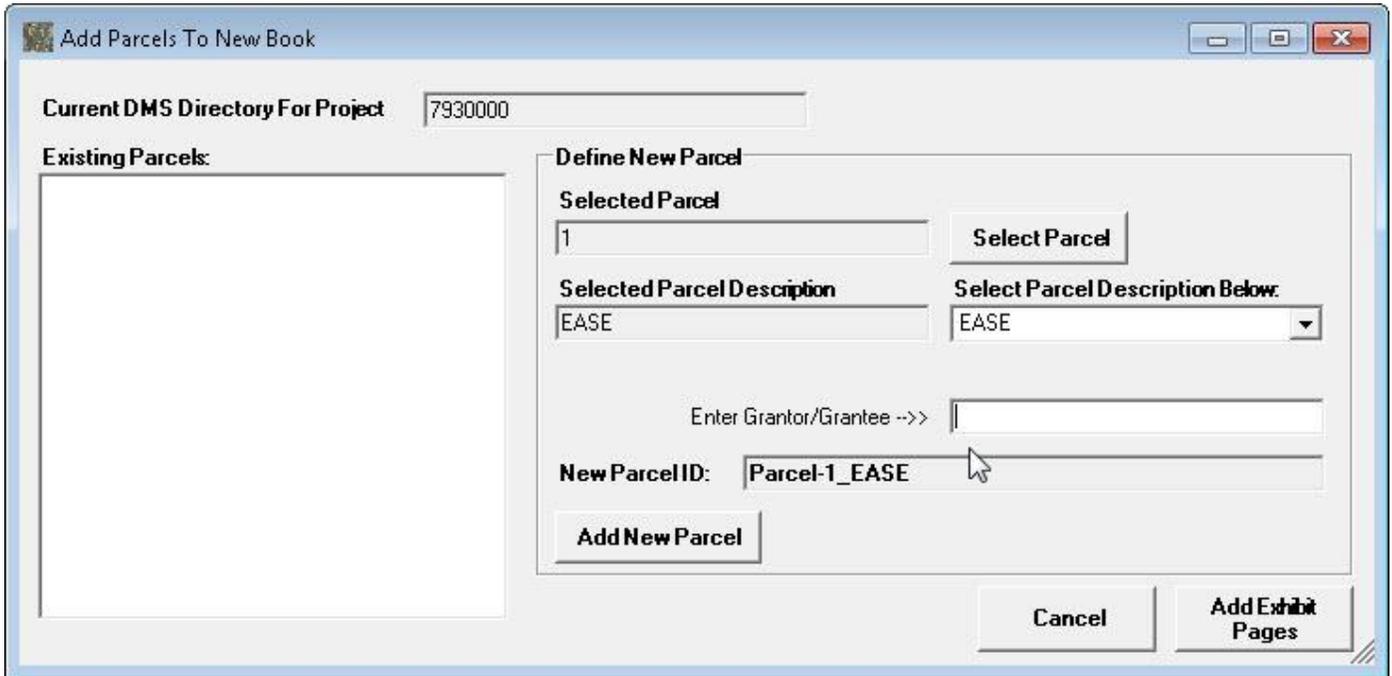


Next, select the parcel description from the dropdown list of available parcel descriptions, as shown below.



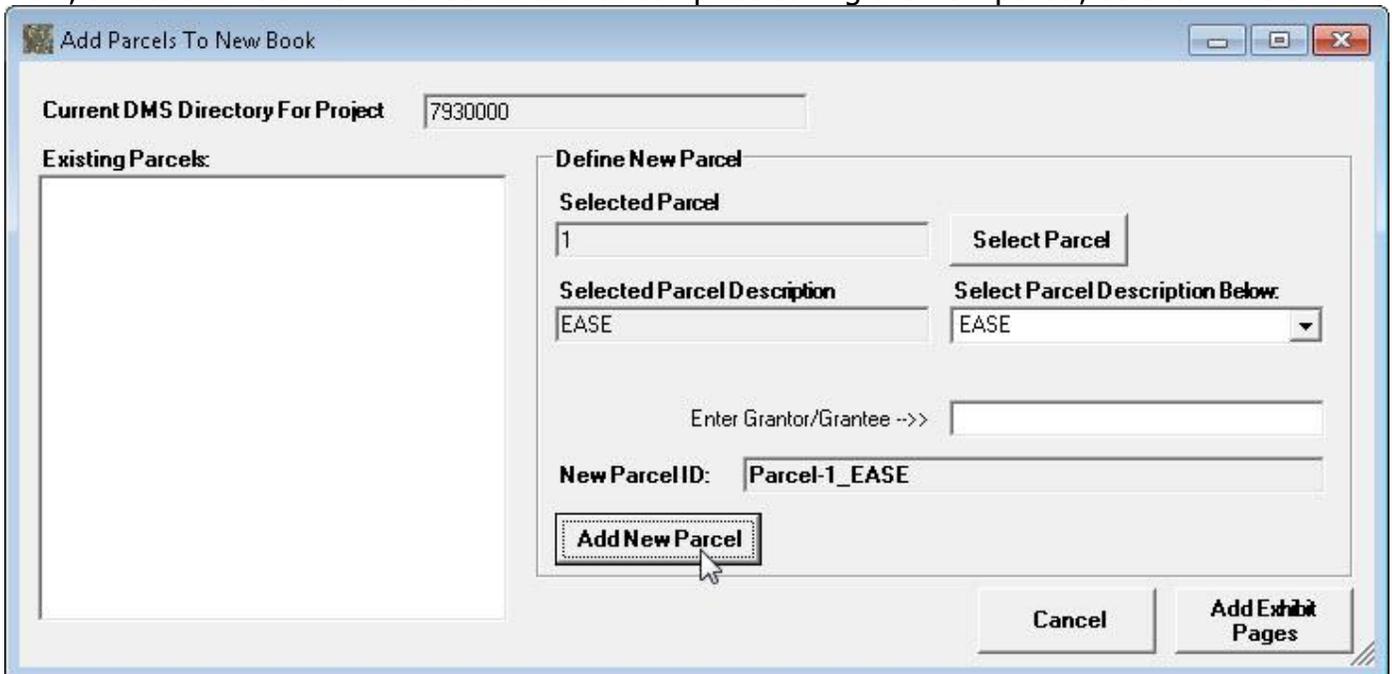
Note that an explanation of the parcel description selected in the dropdown is displayed near the dropdown list to help the user in choosing the proper description.

After selecting the desired parcel description from the dropdown list the description is displayed in the **Selected Parcel Description** text box, as shown below.



If desired the Grantor or Grantee name can be entered in the **Enter Grantor/Grantee -- >>** text box shown above. In this example it is left blank as it is not required. After setting the required Parcel number and Parcel Description the **Add New Parcel** is enabled.

Next, select the **Add New Parcel** button to complete saving the new parcel, as shown below.

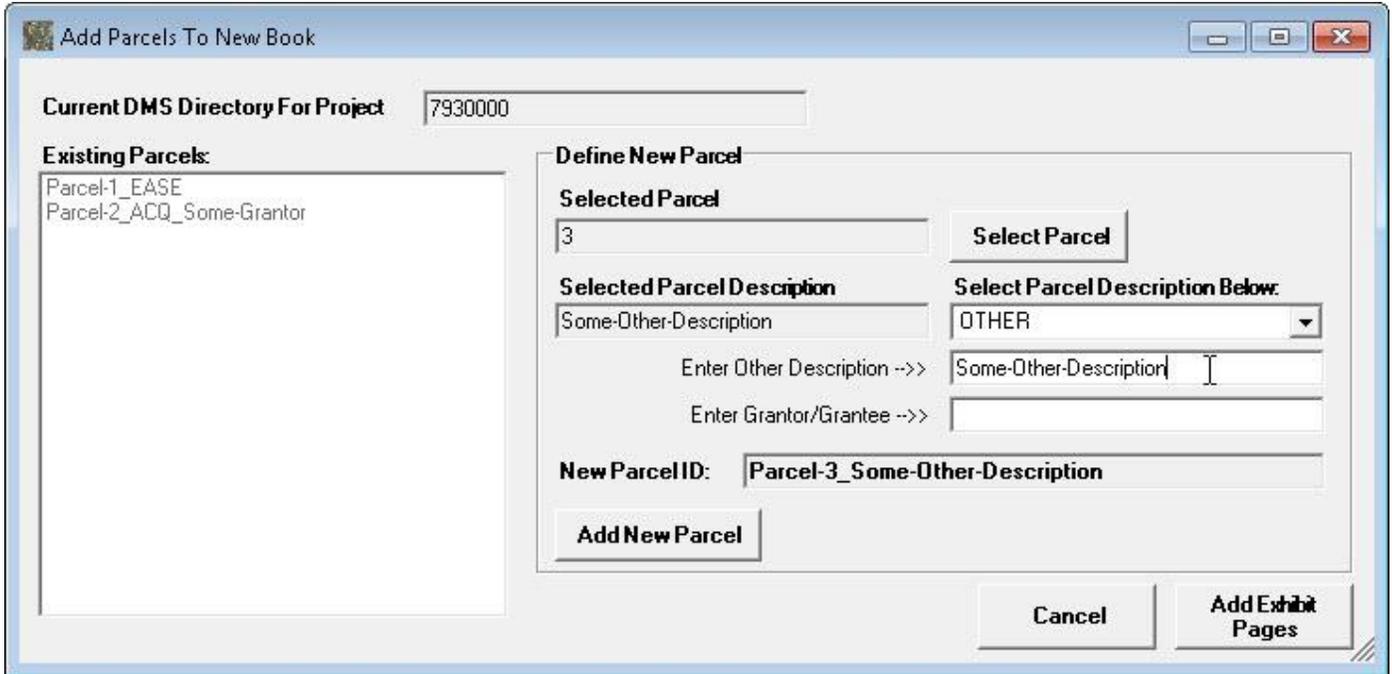


The new parcel will be added to the book and displayed in the **Exiting Parcels** list, as shown below.

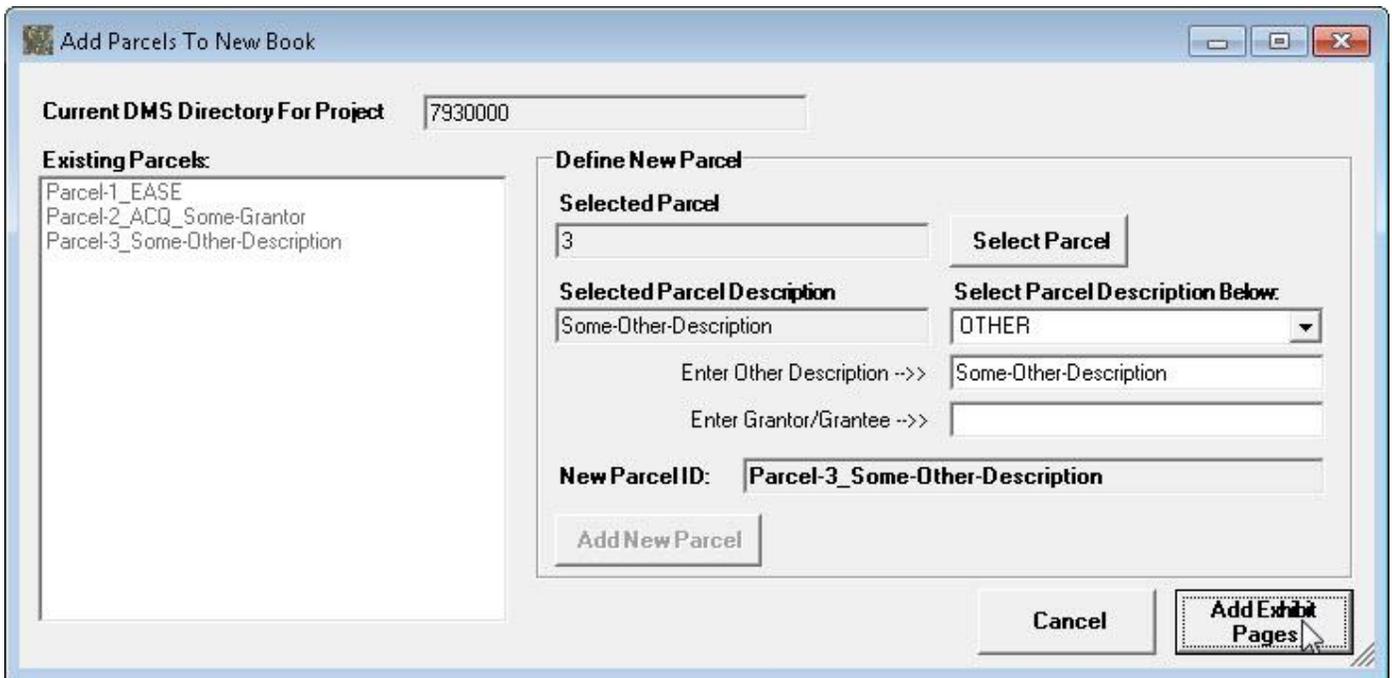
The screenshot shows a software dialog box titled "Add Parcels To New Book". At the top, there is a text field for "Current DMS Directory For Project" containing the value "7930000". Below this is a list box labeled "Existing Parcels" which contains one entry, "Parcel-1_EASE", with a mouse cursor hovering over it. To the right of the list is a "Define New Parcel" section. It includes a "Selected Parcel" text field with the value "1" and a "Select Parcel" button. Below that is a "Selected Parcel Description" text field with the value "EASE" and a "Select Parcel Description Below" dropdown menu also showing "EASE". There is an "Enter Grantor/Grantee -->>" text field which is currently empty. At the bottom of the "Define New Parcel" section is a "New ParcelID:" label followed by a text field containing "Parcel-1_EASE" and an "Add New Parcel" button. At the bottom right of the dialog are "Cancel" and "Add Exhibit Pages" buttons.

The user can continue adding new parcels as necessary by following the same steps as outlined above (Select Parcel number, Select Parcel Description, enter Grantor\Grantee if desired, select Add New Parcel button).

The Other Parcel Description option allows the user to enter a description that does not match any of the descriptions in the list. To enter other descriptions select the **Other** Parcel Description and an **Enter Other Description -- >>** text box will be displayed for use in entering the other parcel description, as shown below.



When done adding all of the desired parcels, select the **Add Exhibit Pages** button to continue the Build New Book process, as shown below.



The **Build Exhibits Pages For New Book** form will be displayed, as shown below.

Build Exhibits Pages For New Book (English Units)

Select Book Parcel Below

Reset Sheets

Sheet 3

Sheet 2

Sheet 1

Save Selected Sheet To Selected Parcel

Selected Exhibit Design File

Select Exhibit Design File

Exhibits Pages for Selected Parcel

Page No.	File Name	Sheet No.

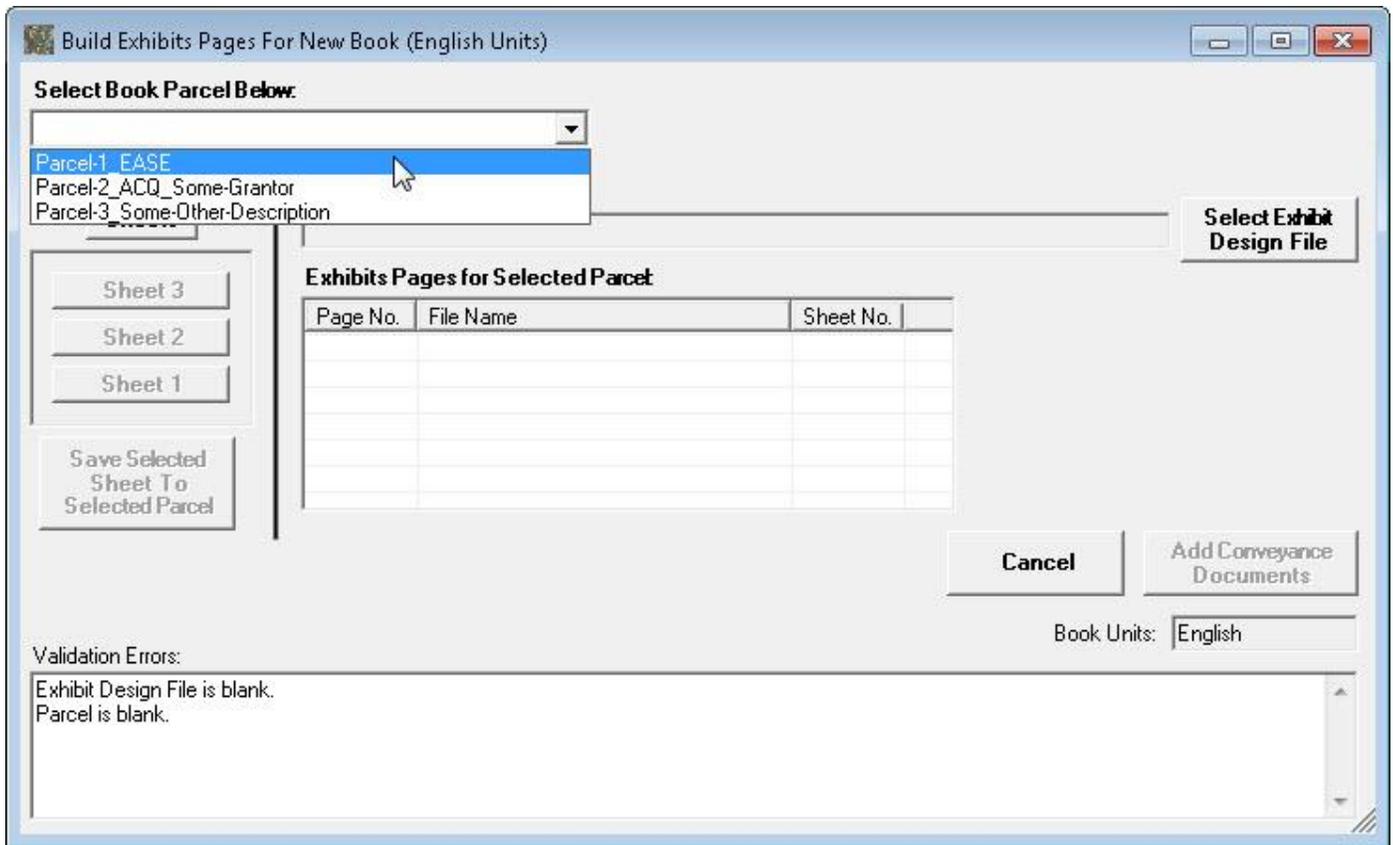
Cancel Add Conveyance Documents

Book Units: English

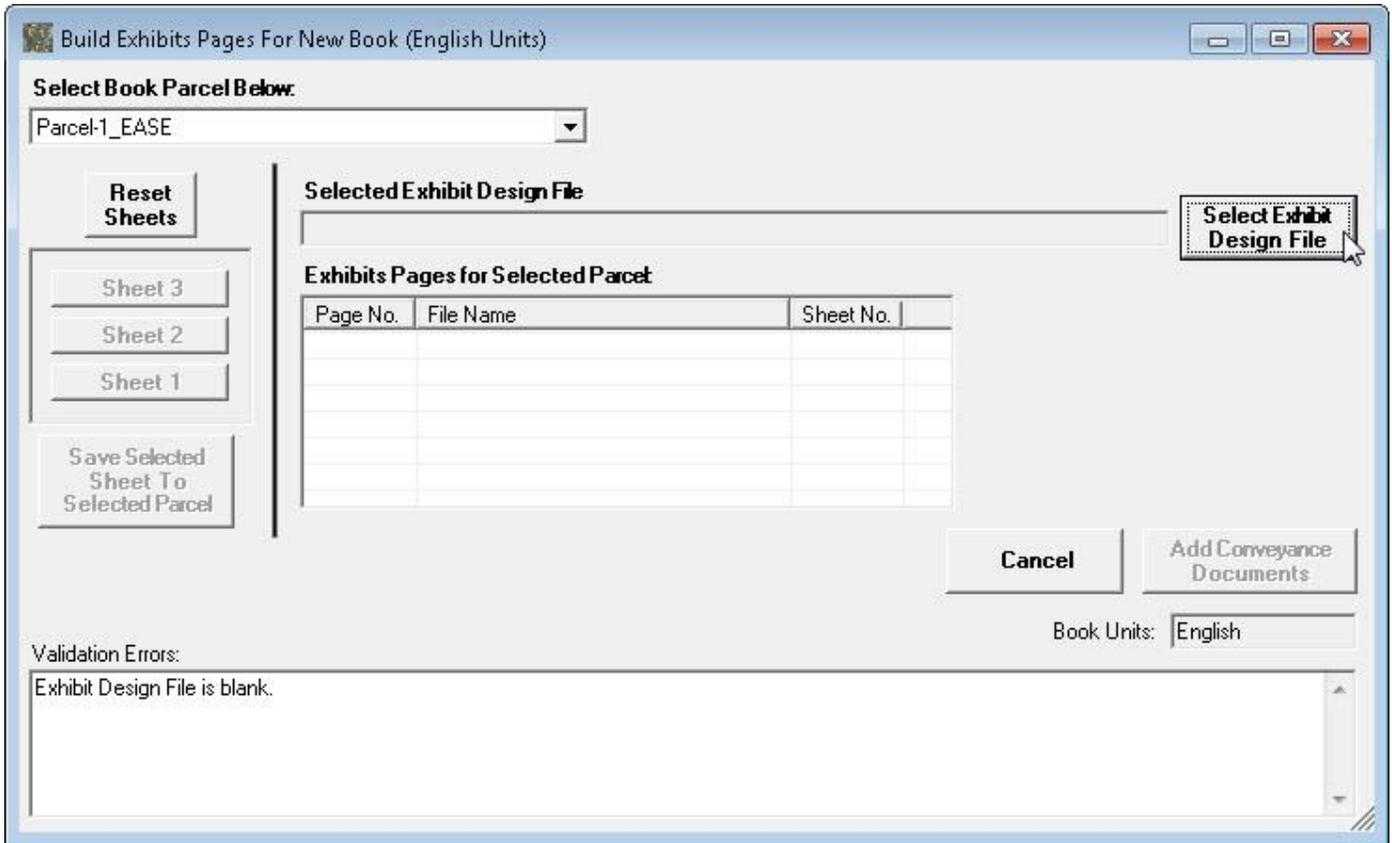
Validation Errors:

Exhibit Design File is blank.
Parcel is blank.

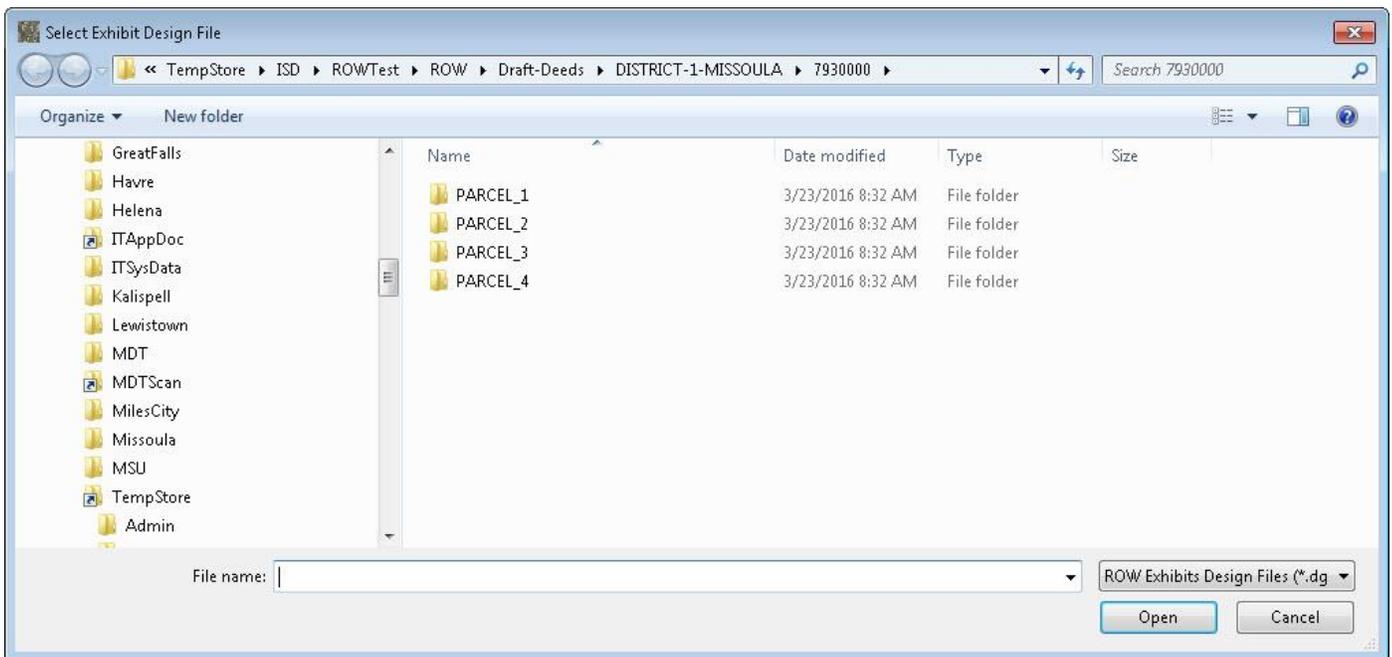
To add Exhibit pages to a parcel first select the parcel from the dropdown under the **Select Book Parcel Below** label at the top of the form, as shown below.



After selecting the parcel, click the **Select Exhibit Design File** button to select the Exhibit design file for the parcel from the Draft Deeds share, as shown below.

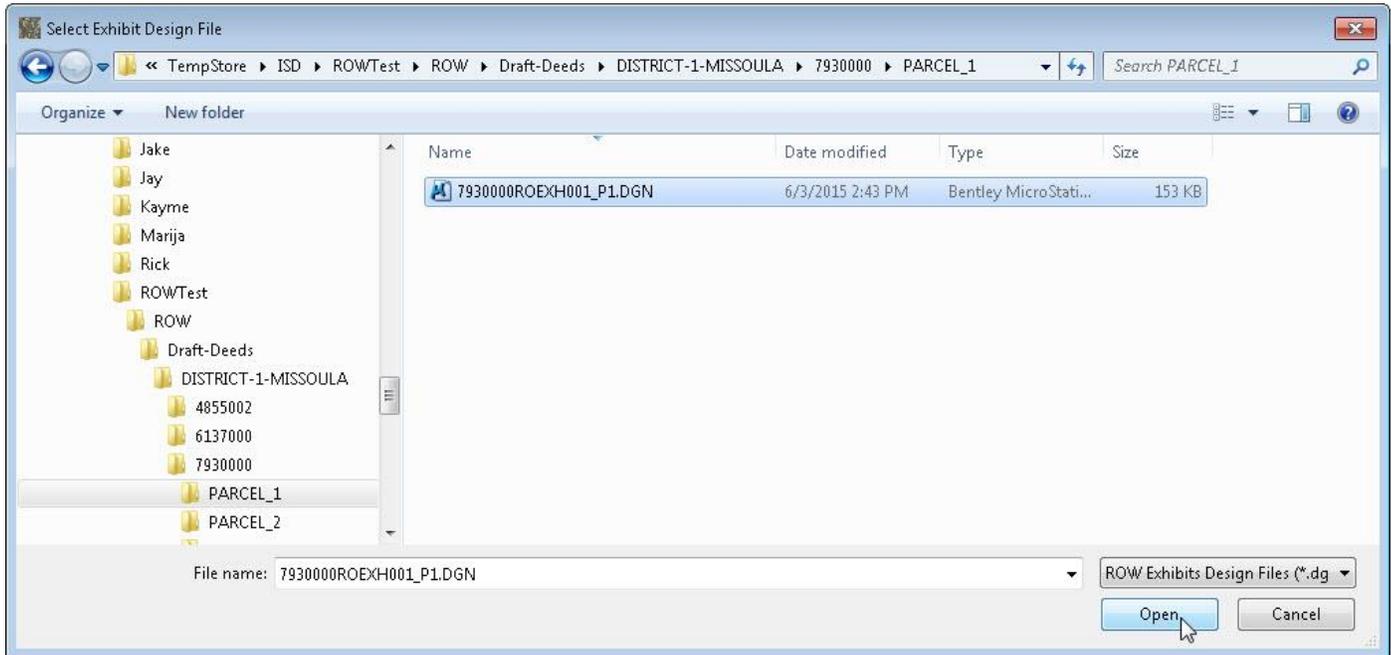


A **Select Exhibit Design File** form will be displayed with the path set to the project folder on the Draft Deeds share, as shown below.

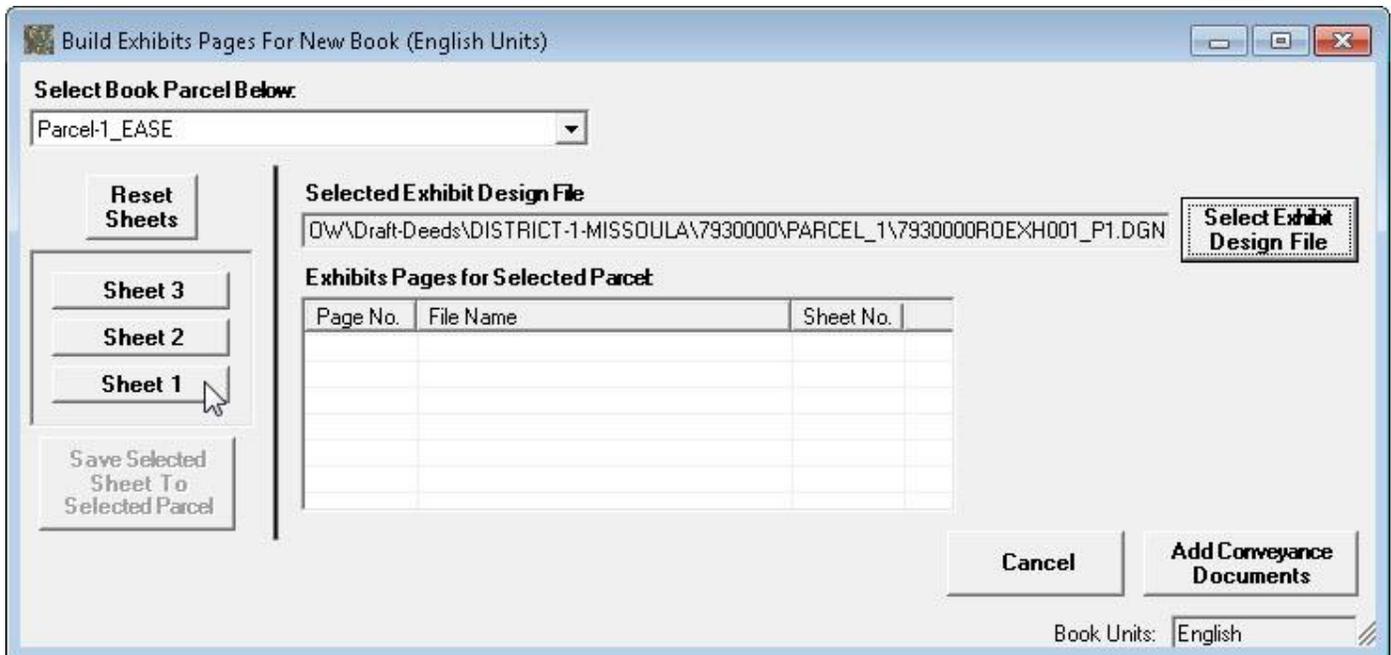


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Browse to the desired Exhibit design file and select the file and then select the **Open** button to complete the design file selection, as shown below.

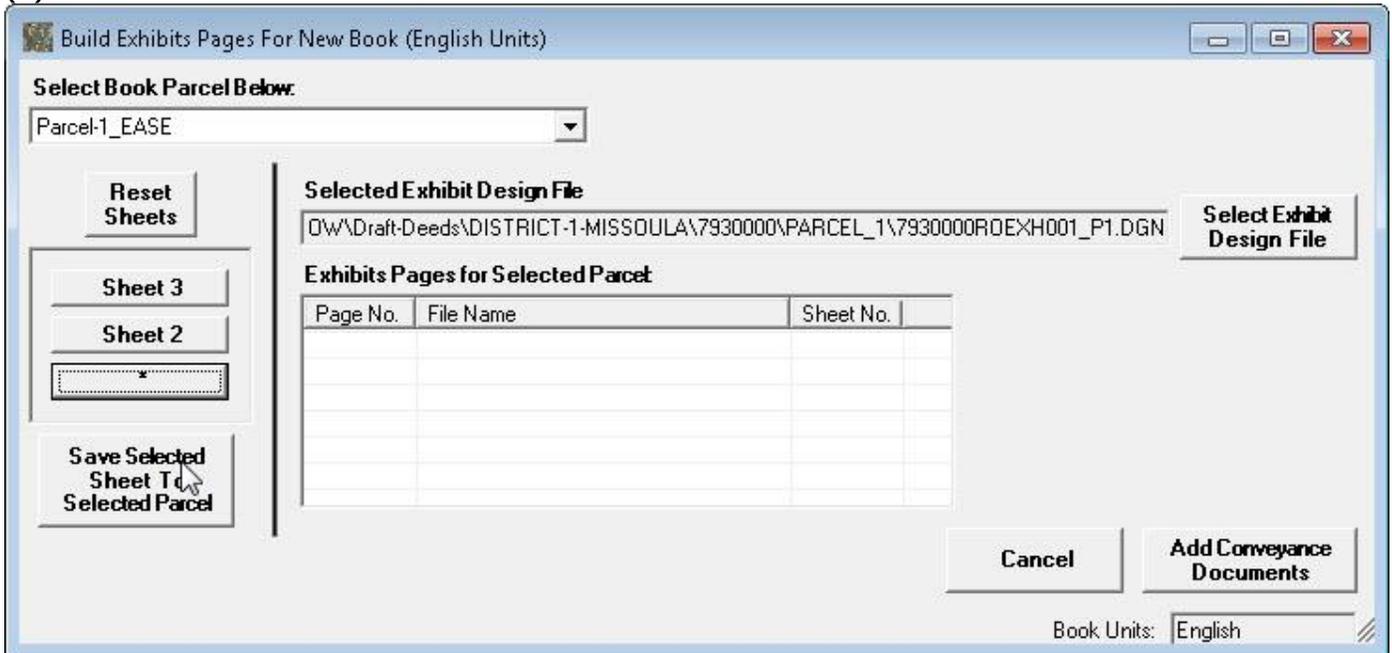


The selected Exhibit design file is displayed in the text box next to the button, as shown below.

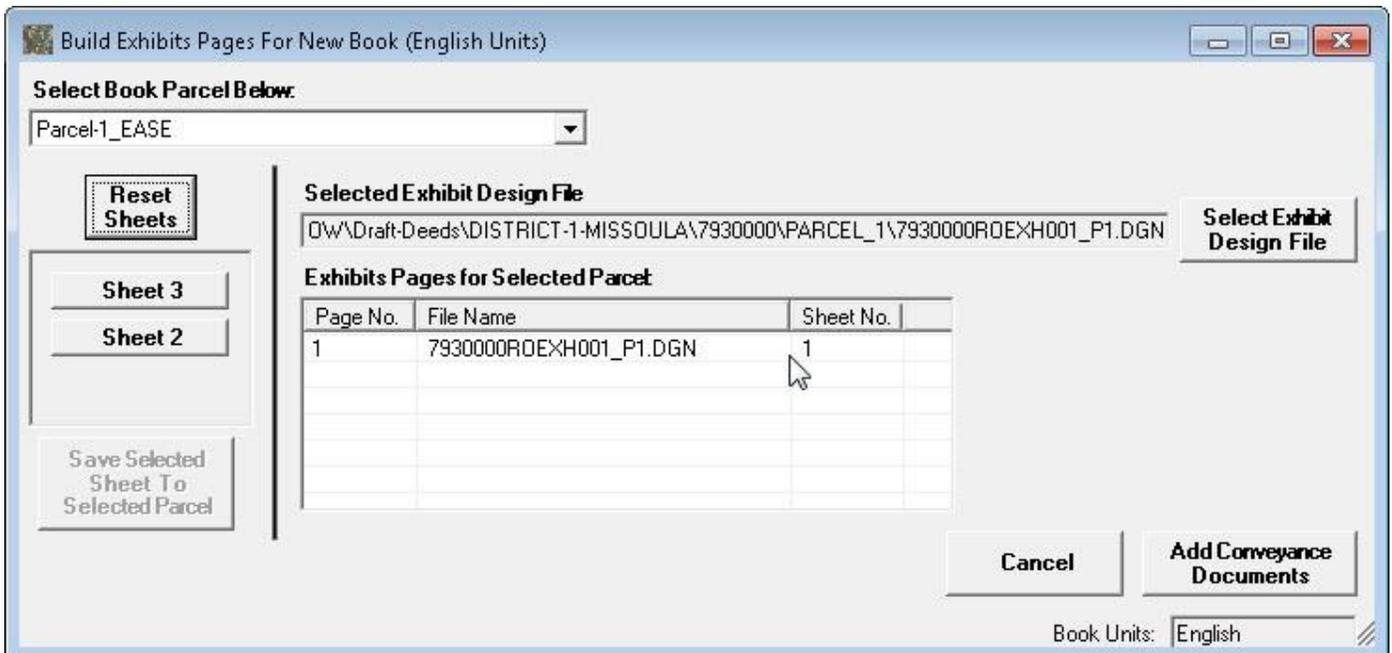


Next, select the Sheet Number in the Exhibit design file for the Exhibit page by selecting the **Sheet Number** button on the left hand side of the form, as shown above. In this example **Sheet 1** is being selected.

After selecting the Sheet Number the selected sheet number button is indicated with an asterisk (*) as shown below.



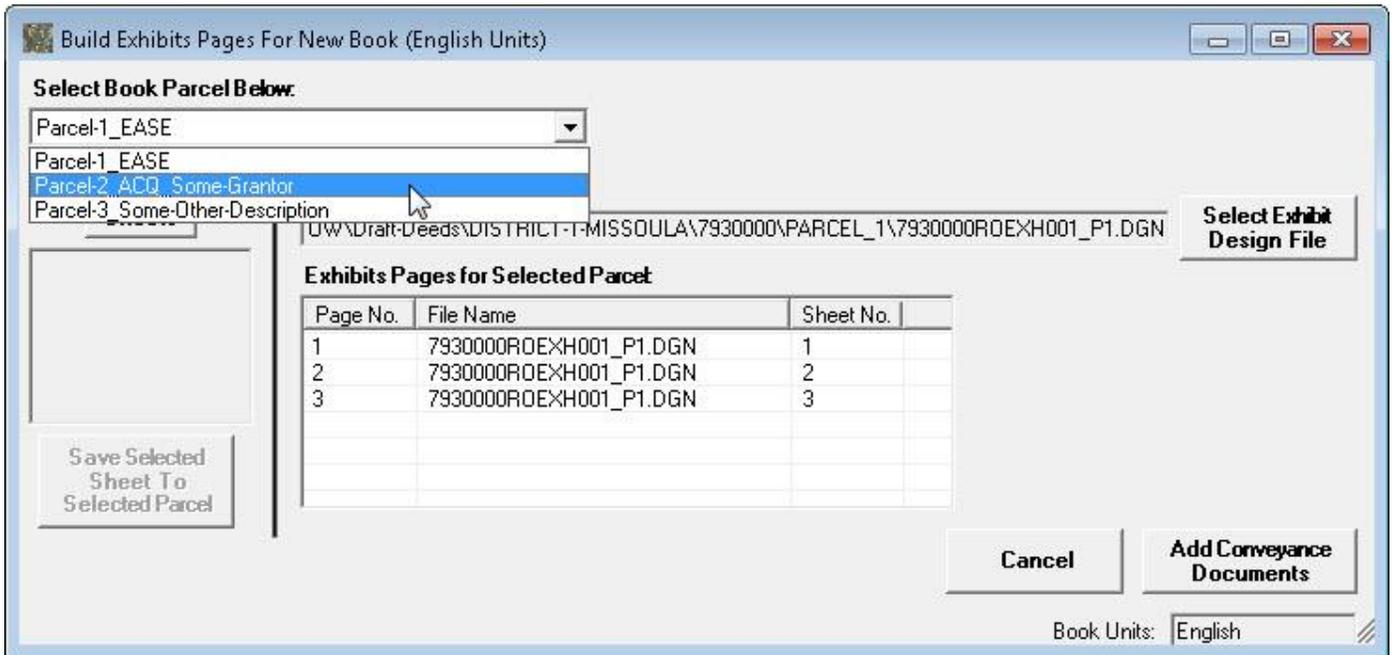
Next, click the **Save Selected Sheet To Selected Parcel** button to save the Exhibit design file information for the Exhibit Page, as shown above.



The list displaying the **Exhibits Pages for Selected Parcel** will be updated to display the saved information, as shown above.

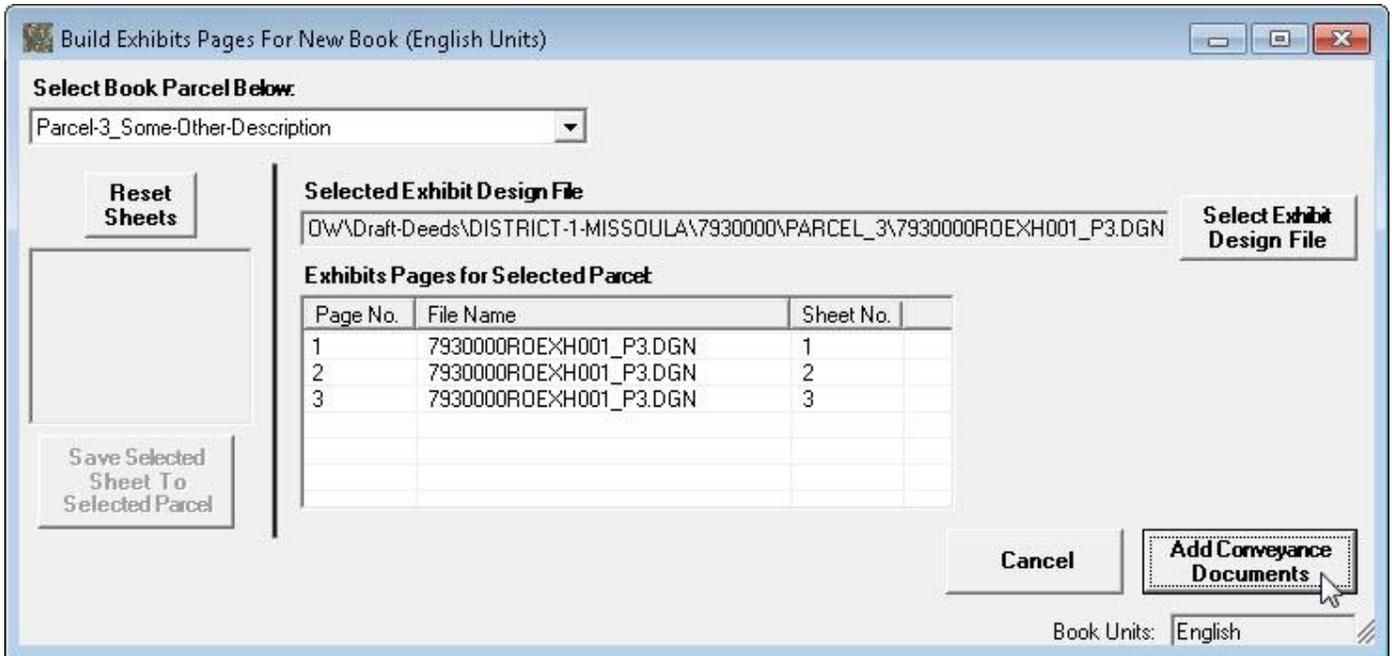
The user can continue adding Exhibits pages from the selected Exhibits design file by selecting the Sheet Number for the next Exhibits page and then clicking the **Save Selected Sheet To Selected Parcel** button.

After finishing adding the desired Exhibit pages for the parcel, select another parcel from the **Select Book Parcel Below** dropdown, as shown below.

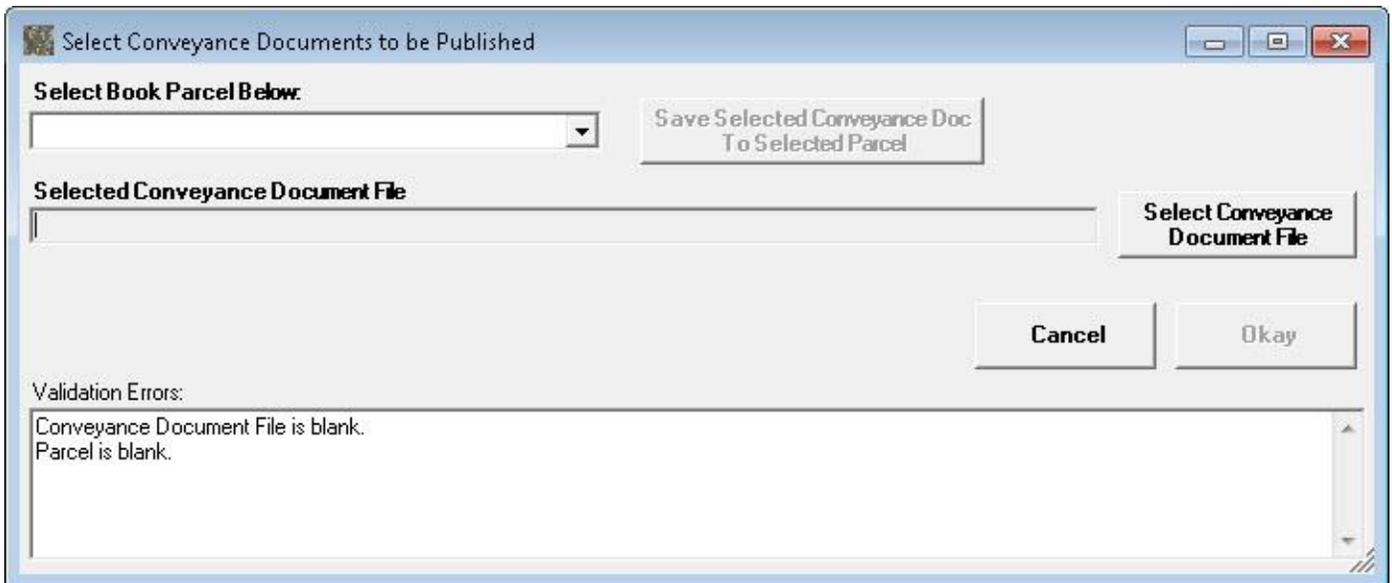


Next, add the Exhibits pages for the parcel in the same manner as above.

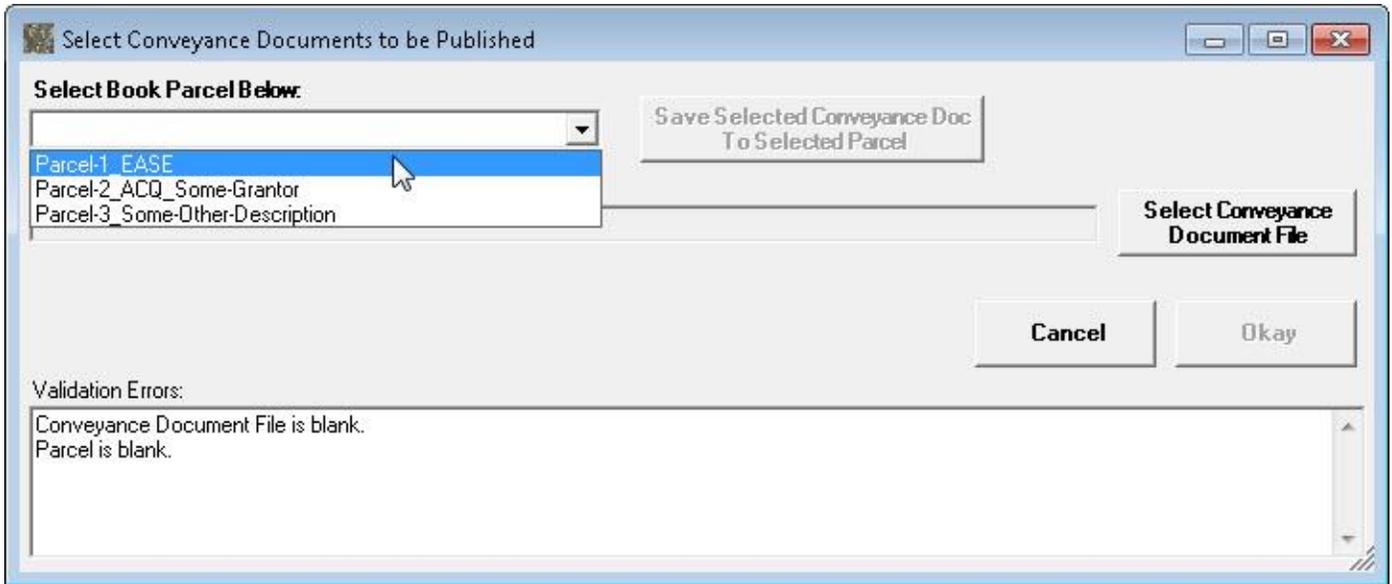
Continue adding Exhibits pages to the parcels until all Exhibits pages have been added for all parcels, as shown below.



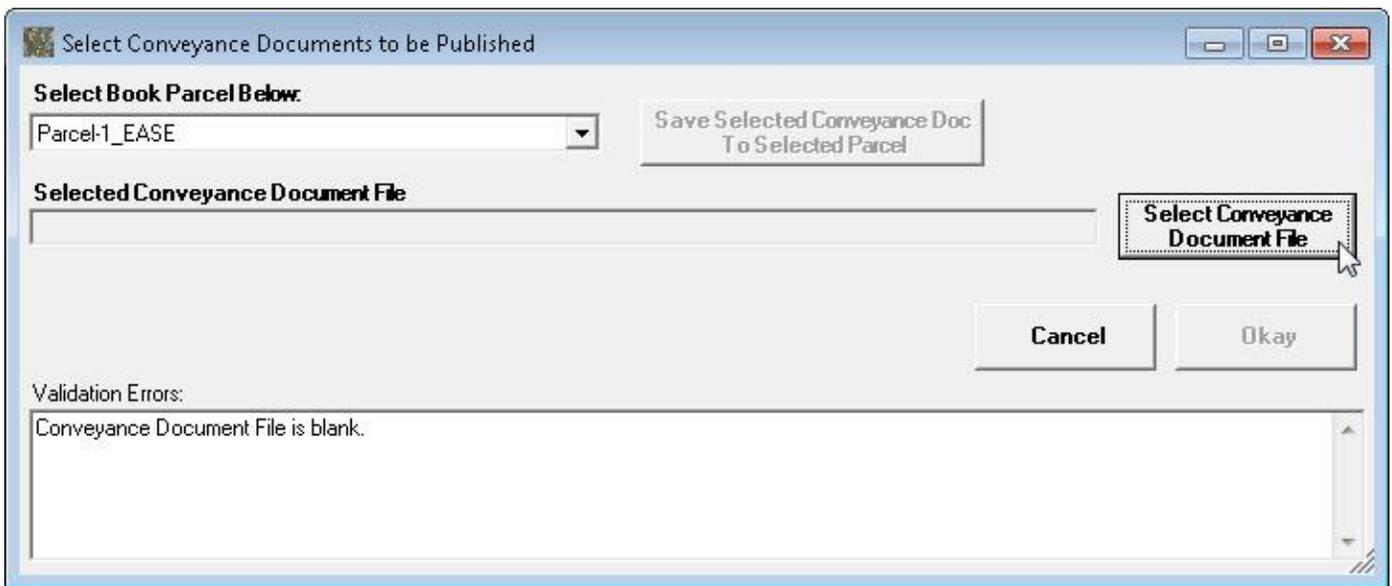
Next, click the **Add Conveyance Documents** button to continue the Build New Book process, adding Conveyance documents to the parcels. After clicking the **Add Conveyance Documents** button a **Select Conveyance Documents to be Published** form will be displayed as shown below.



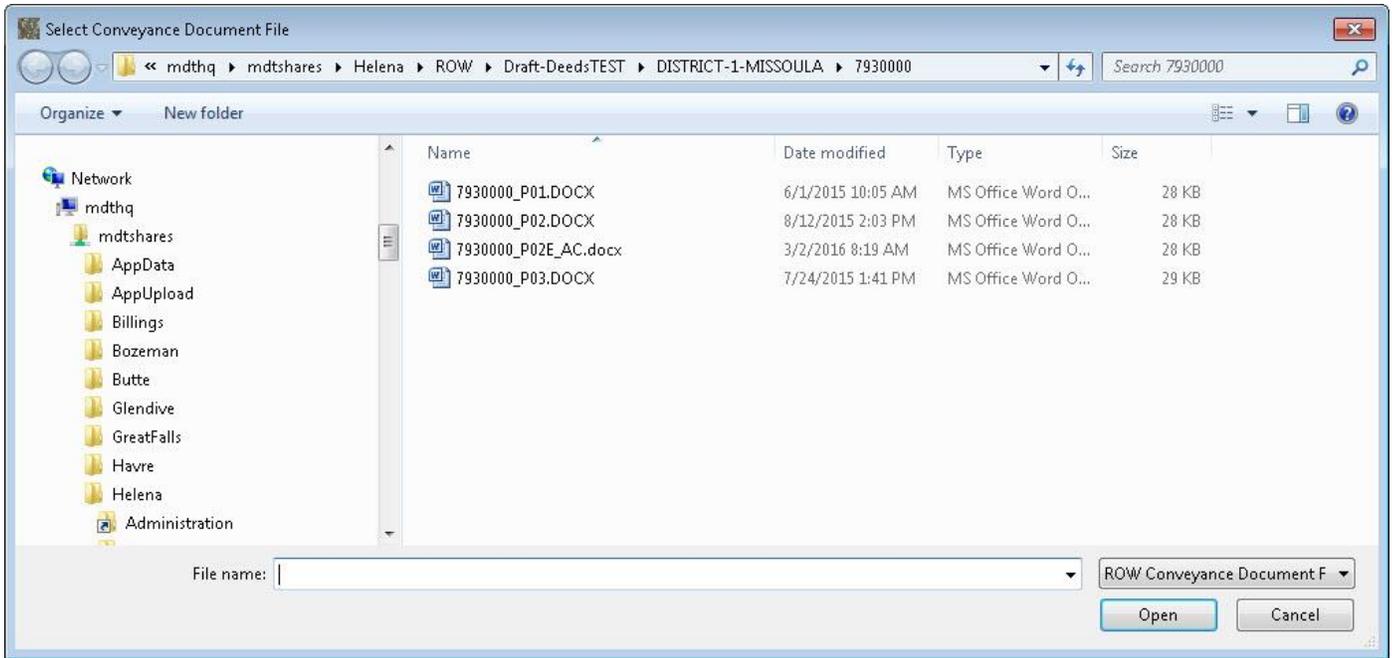
To add a Conveyance document to a parcel first select the parcel from the dropdown list of parcels below the **Select Book Parcel Below** label at the top of the form, as shown below.



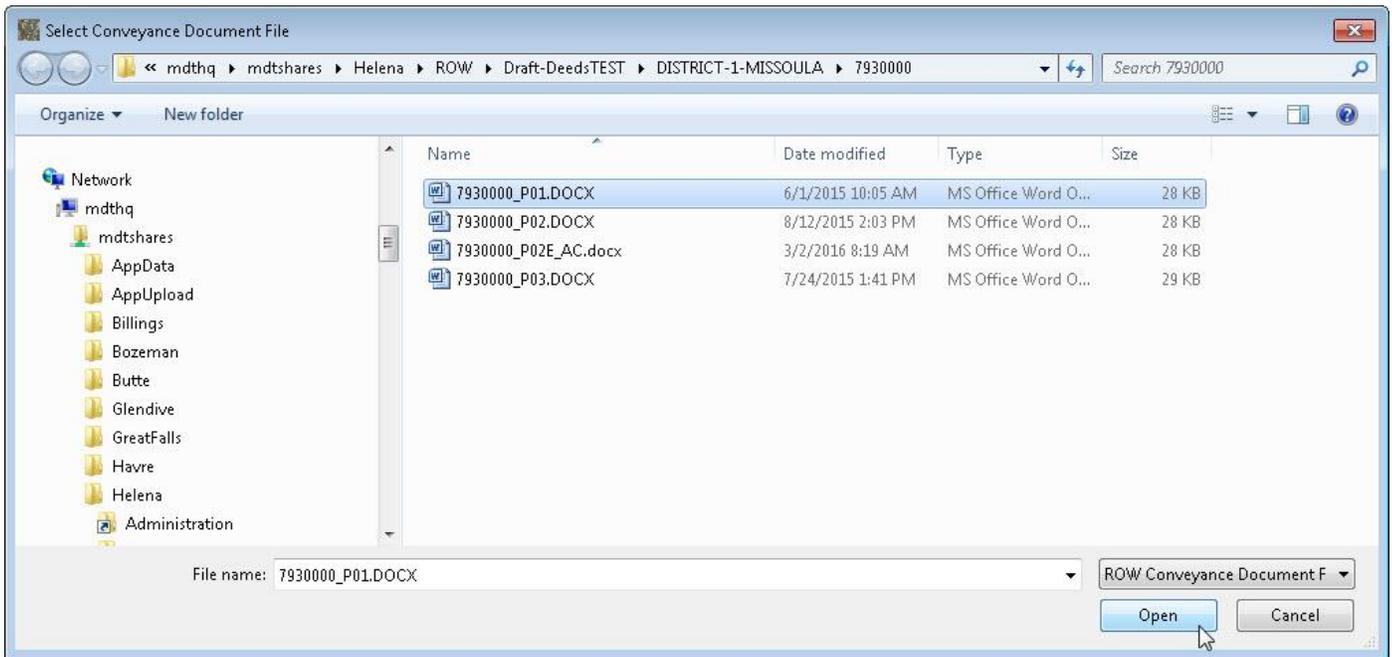
Next, click the **Select Conveyance Document File** button to select the desired file, as shown below.



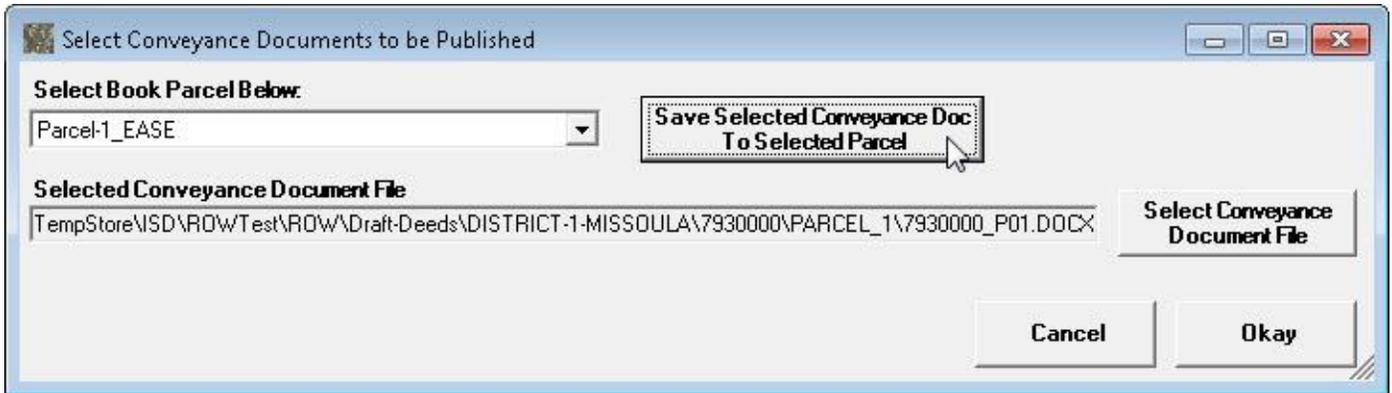
A **Select Conveyance Document File** form will be displayed, as shown below.



Select the desired Conveyance document file and then click the **Open** button to continue the document selection process, as shown below.

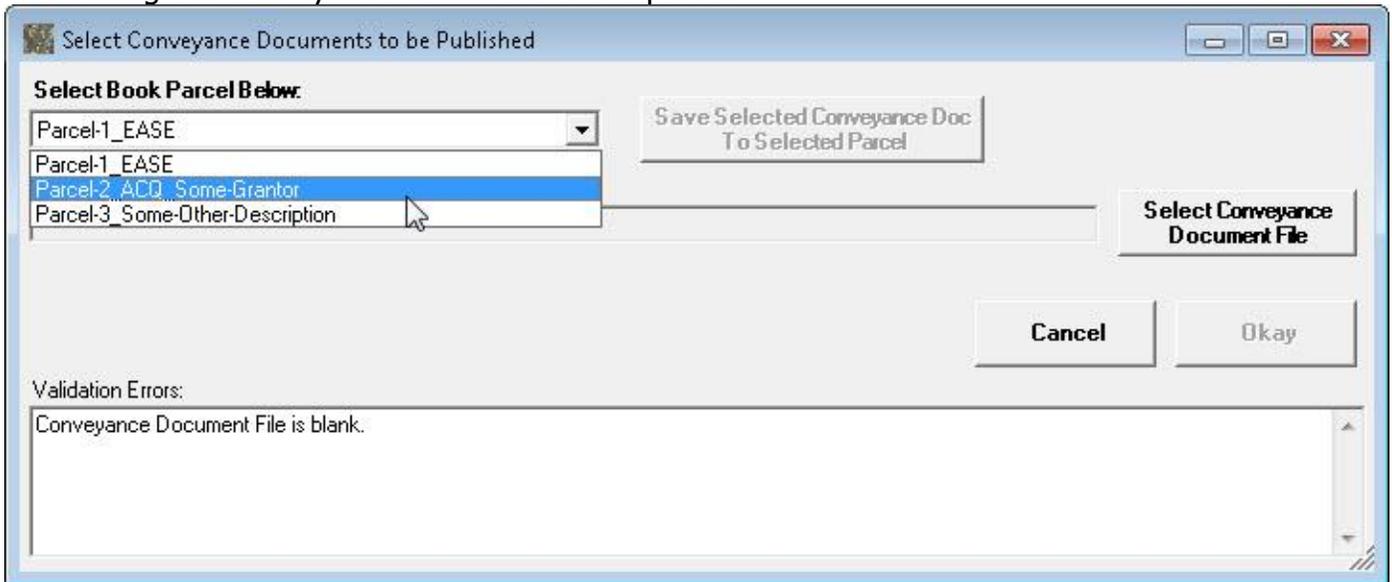


The program will return to the **Select Conveyance Documents to be Published** form with the selected document file displayed as shown below.

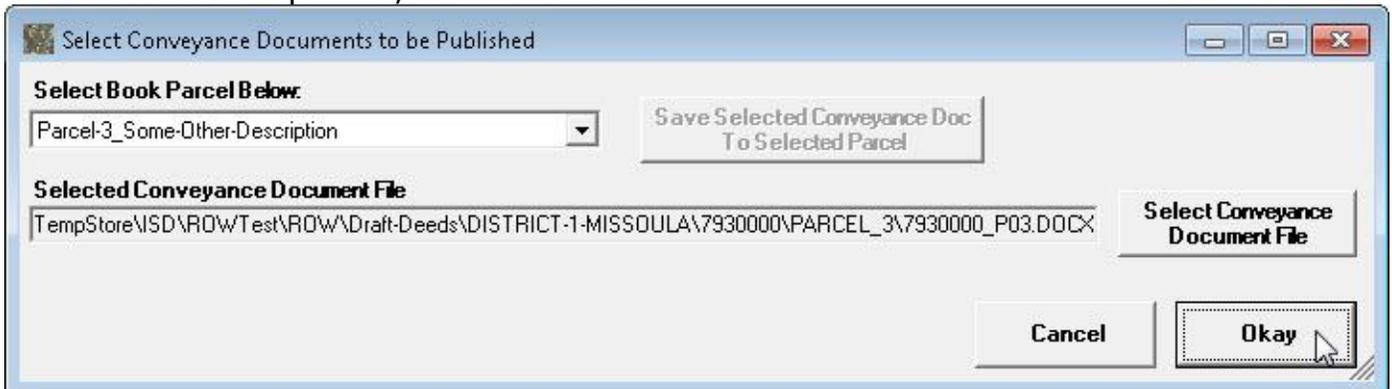


Next, click the **Save Selected Conveyance Doc To Selected Parcel** button, as shown above, to save the document file information to the selected parcel.

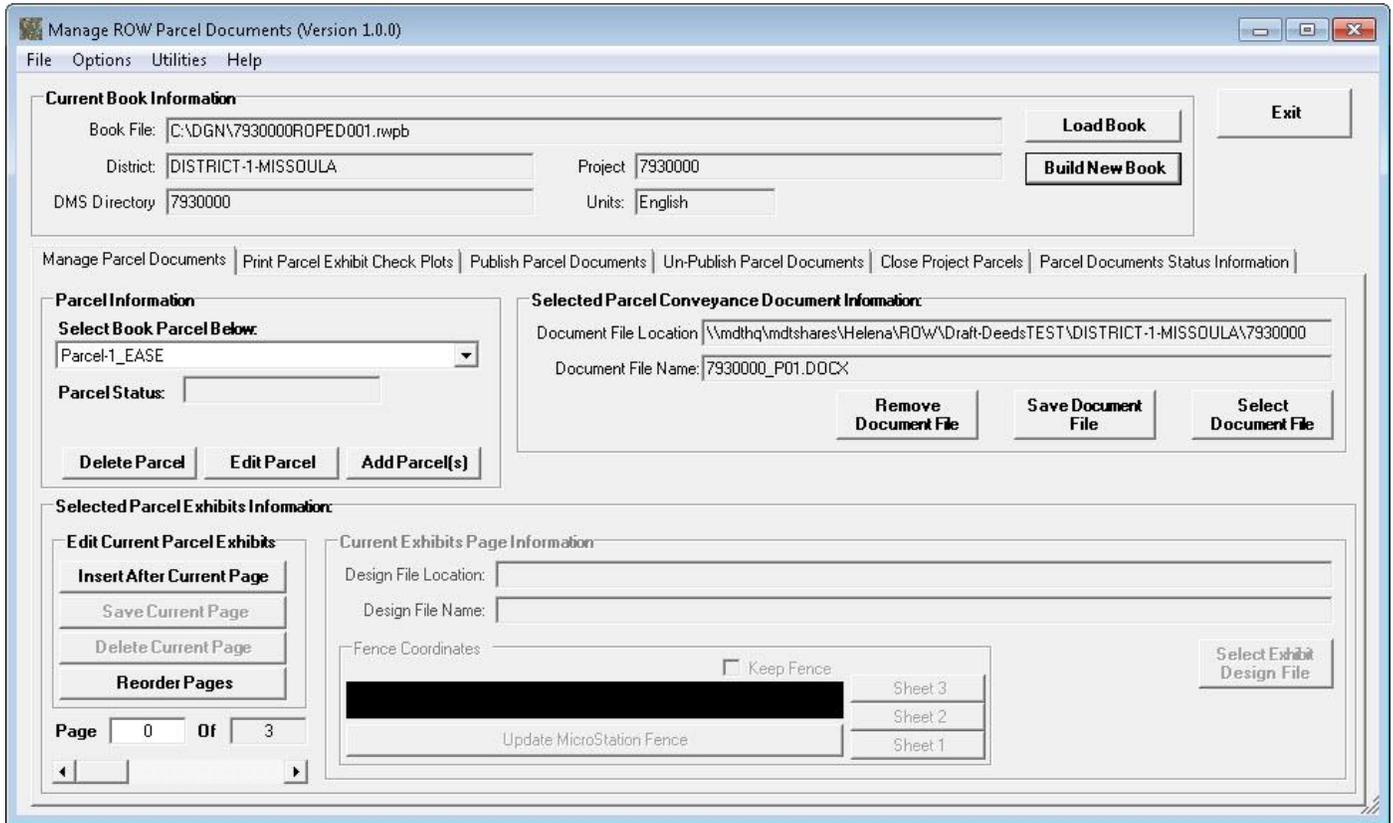
Continue adding Conveyance documents to the other parcels by selecting the parcels one by one and adding the Conveyance document to the parcel.



Once done adding the Conveyance documents to the parcels select the **Okay** button to complete the Build New Book process, as shown below.



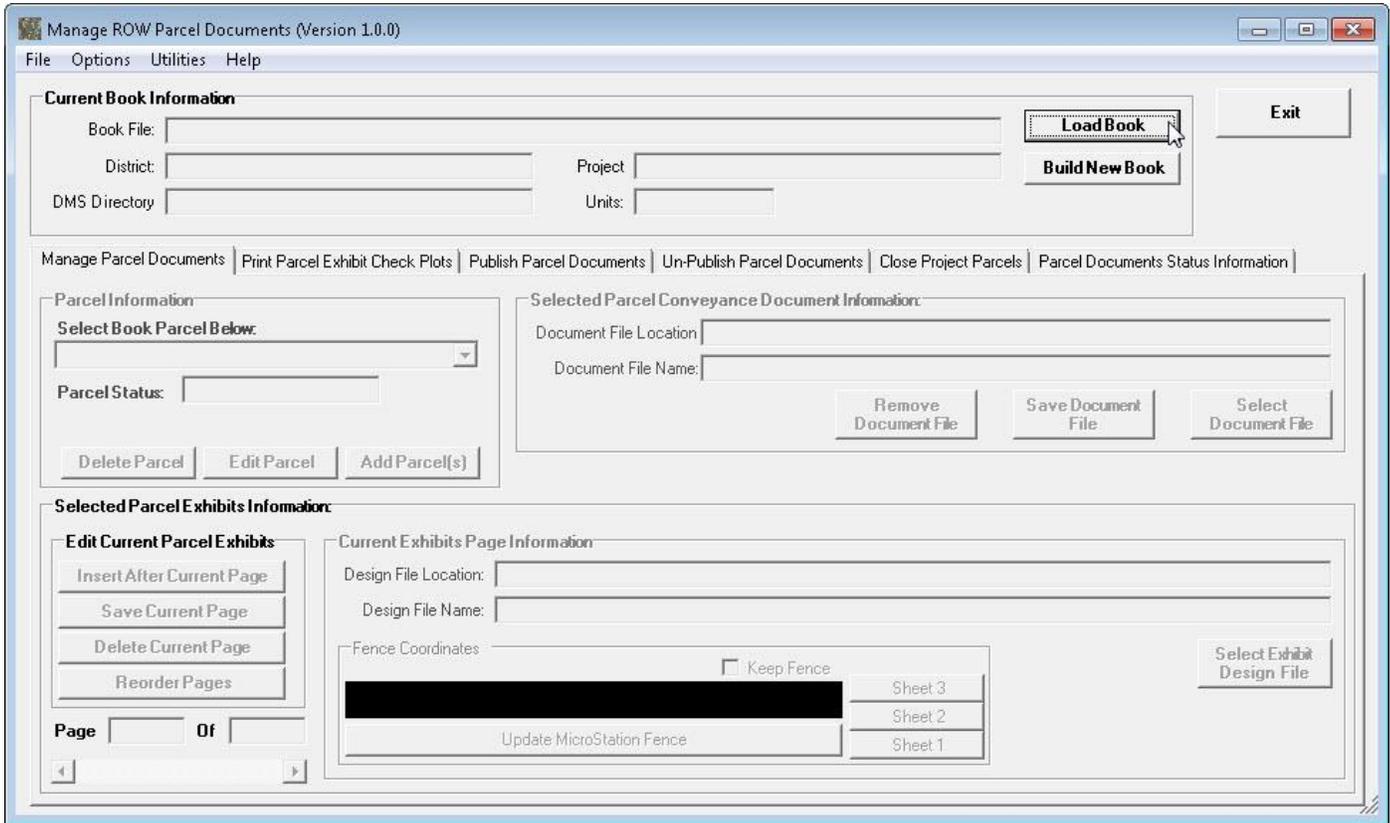
The Build New Book process will be completed with the new book built. The program will load the newly built book, displaying the book information in the main form as shown below.



This completed the Build New Book process.

5. Load an Existing ROW Parcels Book

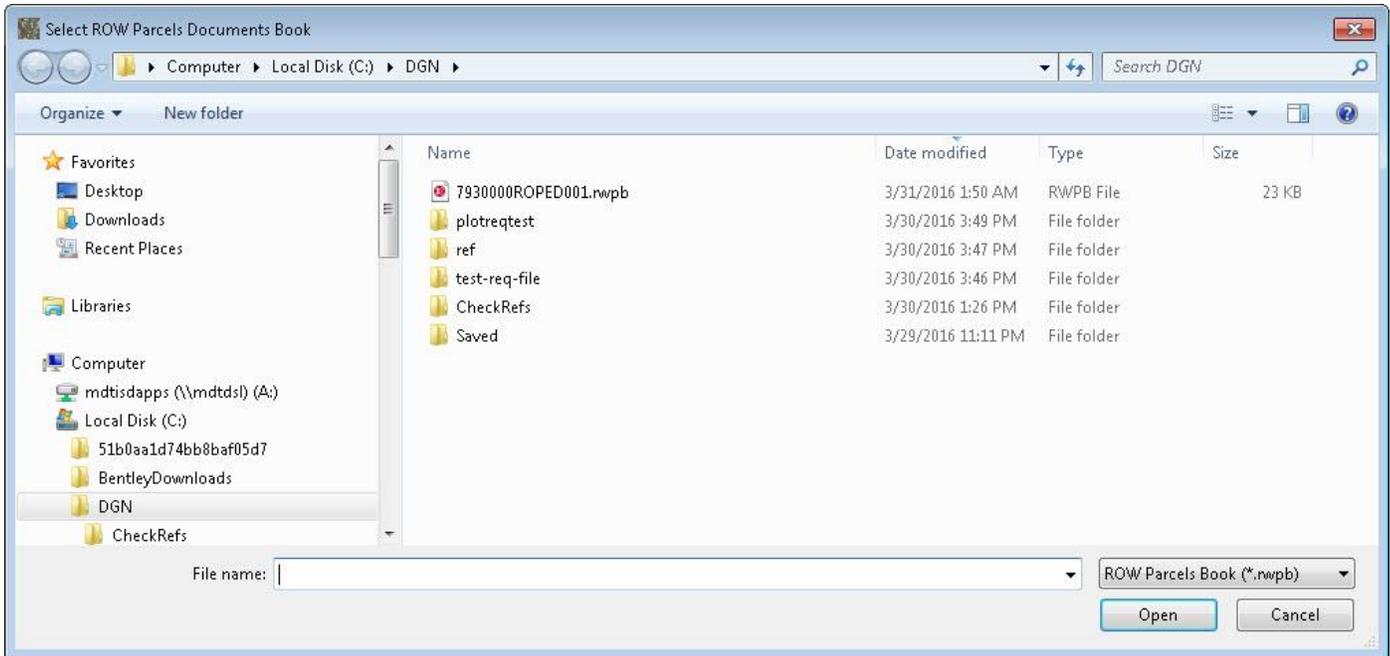
To load an existing ROW Parcels book, select the **Load Book** button as shown below.



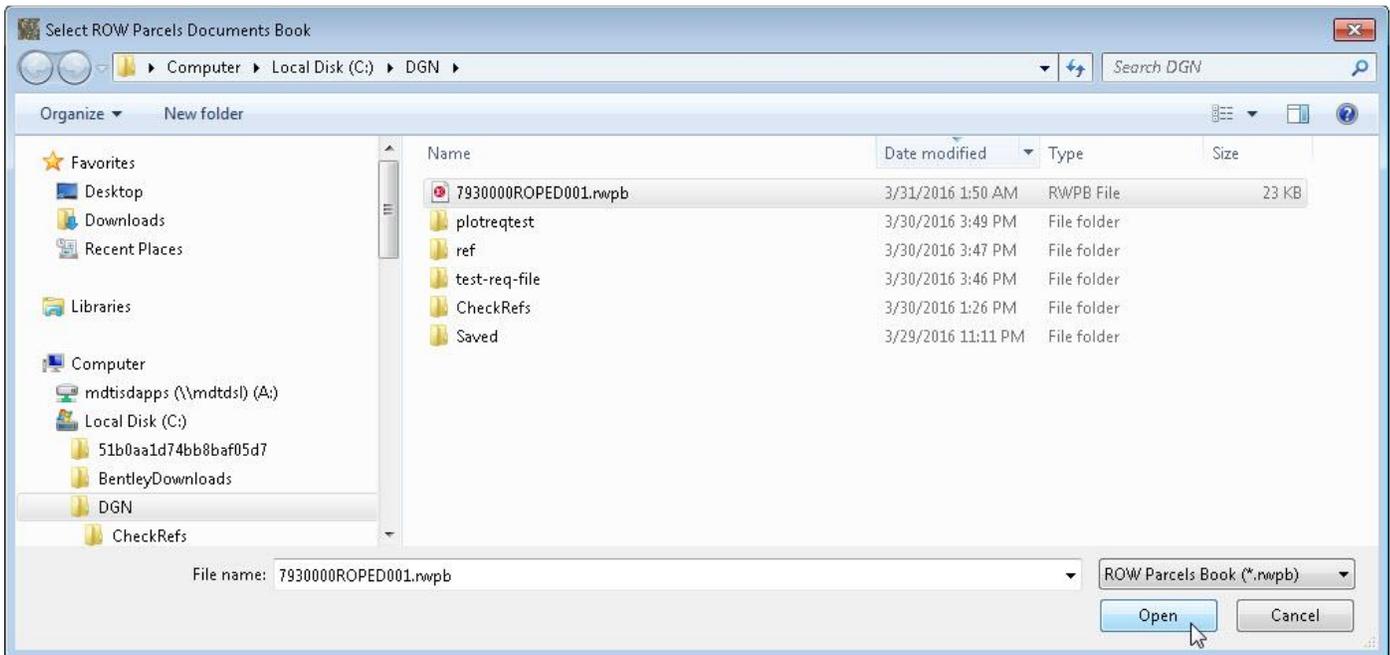
Alternatively, selecting the **File** menu → **Book** sub-item → **Load Book** sub-item option will start the process of loading an existing ROW Parcels book.

A **Select ROW Parcels Documents Book** form will be displayed as shown below.

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Browse to and select the desired ROW Parcels Book to open, as shown below.



Click the **Open** button, as shown above, to continue the Load Book operation.

The program will return to the main form with the selected book loaded, displaying the book information on the main form, as shown below.

Manage ROW Parcel Documents (Version 1.0.0)

File Options Utilities Help

Current Book Information

Book File: C:\DGN\7930000\ROPED001.rwpb **Load Book** **Exit**

District: DISTRICT-1-MISSOULA Project: 7930000 **Build New Book**

DMS Directory: 7930000 Units: English

Manage Parcel Documents | Print Parcel Exhibit Check Plots | Publish Parcel Documents | Un-Publish Parcel Documents | Close Project Parcels | Parcel Documents Status Information

Parcel Information

Select Book Parcel Below:
Parcel-1_EASE

Parcel Status:

Delete Parcel **Edit Parcel** **Add Parcel(s)**

Selected Parcel Conveyance Document Information:

Document File Location: \\mdthq\mdtshares\Helena\ROW\Draft-Deeds\TEST\DISTRICT-1-MISSOULA\7930000

Document File Name: 7930000_P01.DOCX

Remove Document File **Save Document File** **Select Document File**

Selected Parcel Exhibits Information:

Edit Current Parcel Exhibits

Insert After Current Page

Save Current Page

Delete Current Page

Reorder Pages

Page 0 Of 3

Current Exhibits Page Information

Design File Location:

Design File Name:

Fence Coordinates: Keep Fence

Update MicroStation Fence

Sheet 3

Sheet 2

Sheet 1

Select Exhibit Design File

6. View ROW Parcels Book Information

Once a book is loaded the book information can be viewed in the main form.

The main form (shown below) is organized as follows:

The ***Current Book Information section*** in the upper left part of the form (surrounded by the blue box) displays the Book File, District, Project, DMS Directory and Units for the loaded book and contains the buttons for loading a book or building a new book.

The lower part of the form contains a series of Tabs that are selected by clicking on the tab text.

When a book is loaded the ***Manage Parcel Documents*** tab (surrounded by the purple box) is selected. The ***Manage Parcel Documents*** tab has three main sections as follows:

- The ***Parcel Information*** section in the upper left part of the tab (surrounded in red) is used for parcel selection and parcel information display and modification operations.

When the book loads the first parcel will automatically be selected in the ***Select Book Parcels Below:*** dropdown list, as shown above (in this example the first parcel (Parcel-1_EASE) has been automatically selected).

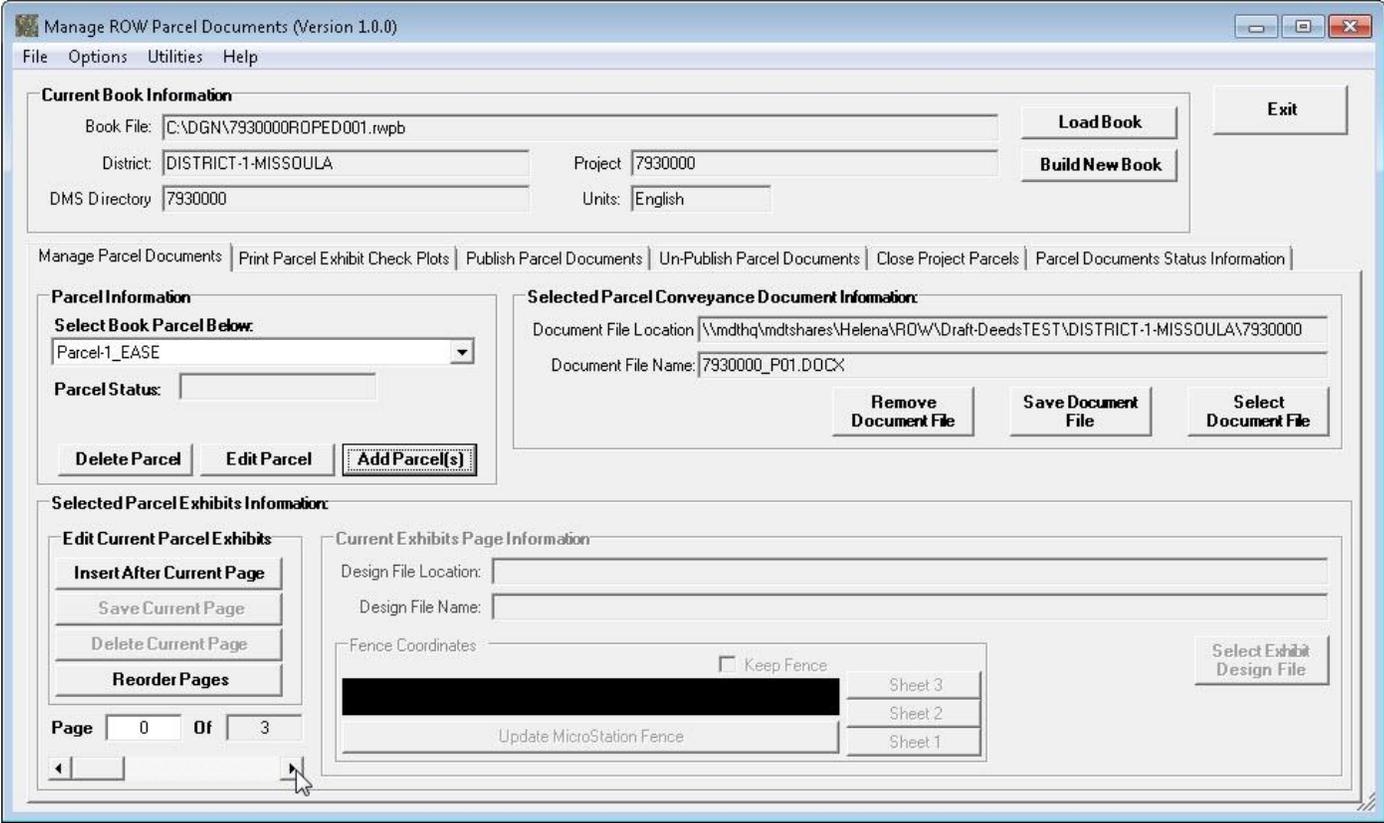
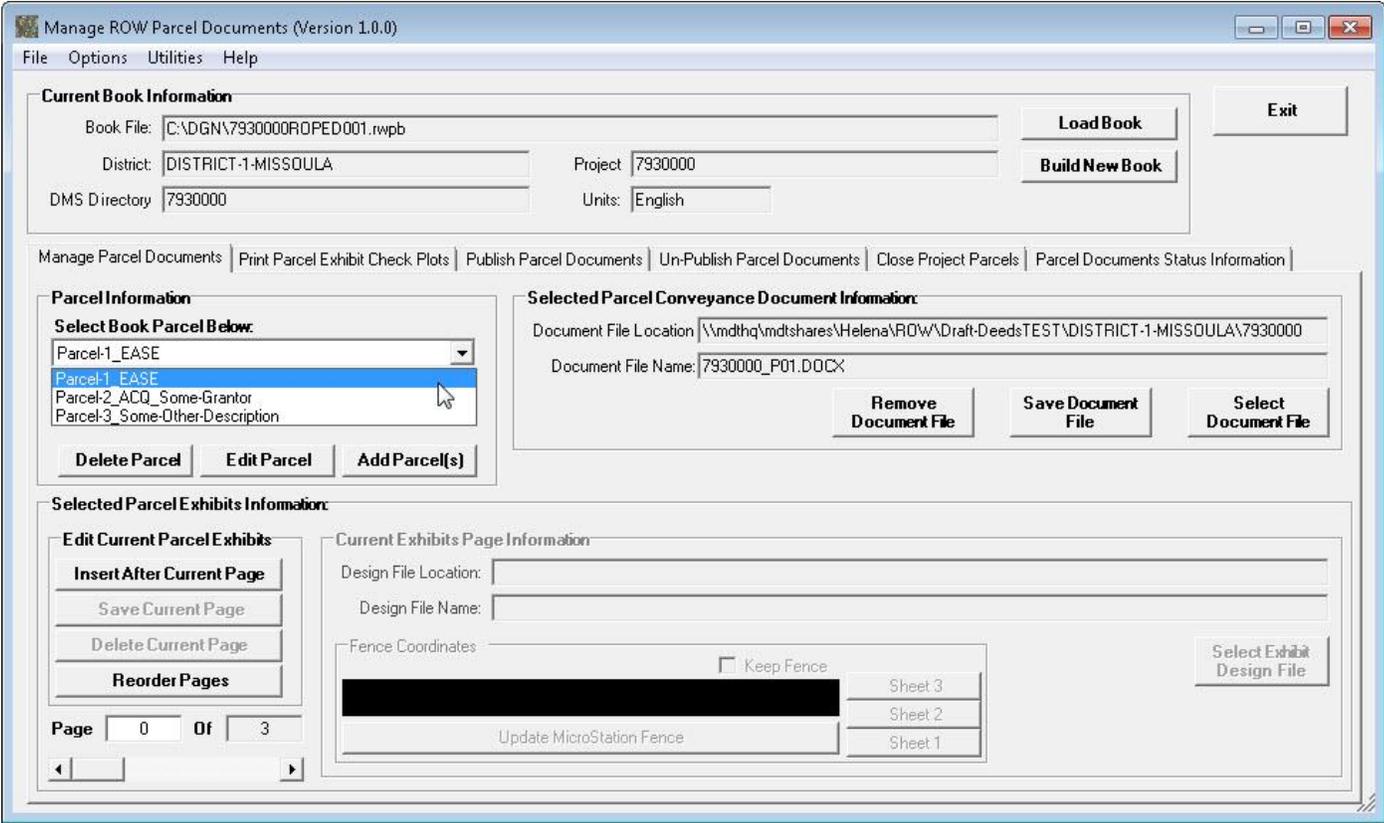
The status for the selected parcel is displayed in the ***Parcel Status:*** text box. Possible statuses are blank (parcel has never been published), Published, Un-Published and Closed. In the example above the Parcel Status is blank indicating that the parcel has never been published.

The **Add Parcel(s)** button is used to add parcels to the loaded book.

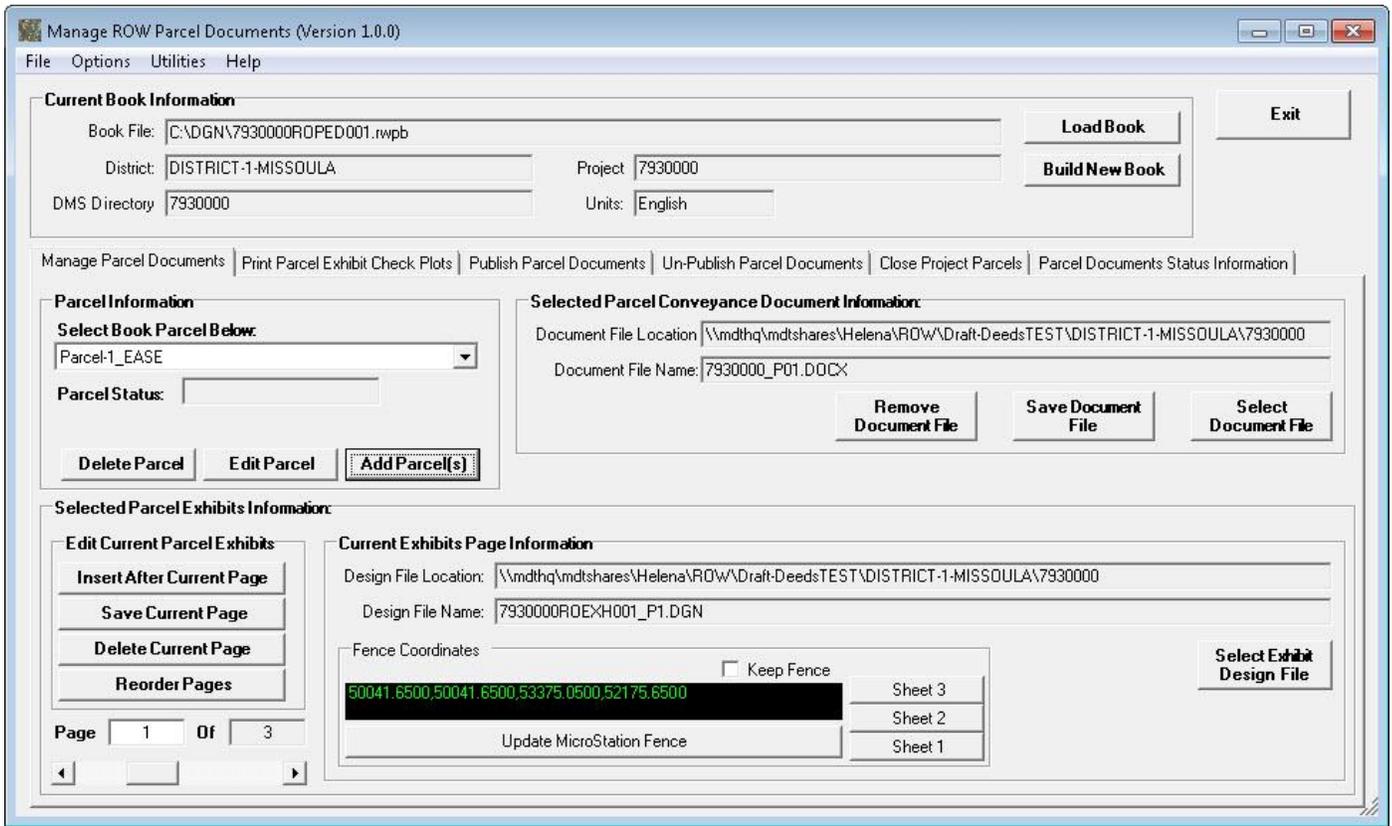
The **Edit Parcel** button is used to edit the information for the selected parcel. The information that can be edited is the Parcel Number, Parcel Description and/or Grantor/Grantee. Since editing a parcel changes the Parcel ID, a parcel that is published or closed cannot be edited. A published parcel has an existing Parcel folder and parcel documents under the District – Project folder on the published documents share. When parcels are published, the conveyance document is removed from the Draft Deeds location and only exists in the published parcel doc folder. Un-publishing the parcel returns the conveyance document to its original Draft Deeds location with its original file name so that it can be modified and is available for re-publication. Closed parcels cannot be edited as they are no longer active.

The **Delete Parcel** button is used to delete the selected parcel. Since deleting a parcel removes the parcel, a parcel that is published or closed cannot be deleted. Published parcels must first be un-published so that the conveyance document is returned to its original Draft Deeds location with its original file name and is therefore available for modification and/or publication. Closed parcels cannot be deleted as they are no longer active.

- The ***Selected Parcel Exhibit Pages Information*** section in the lower part of the tab (surrounded in green) is used for exhibit page selection and exhibit page information display and modification operations for the selected parcel.
- The ***Selected Parcel Conveyance Document Information*** section in the upper right part of the tab (surrounded in yellow) is used for conveyance document information display and modification operations for the selected parcel.

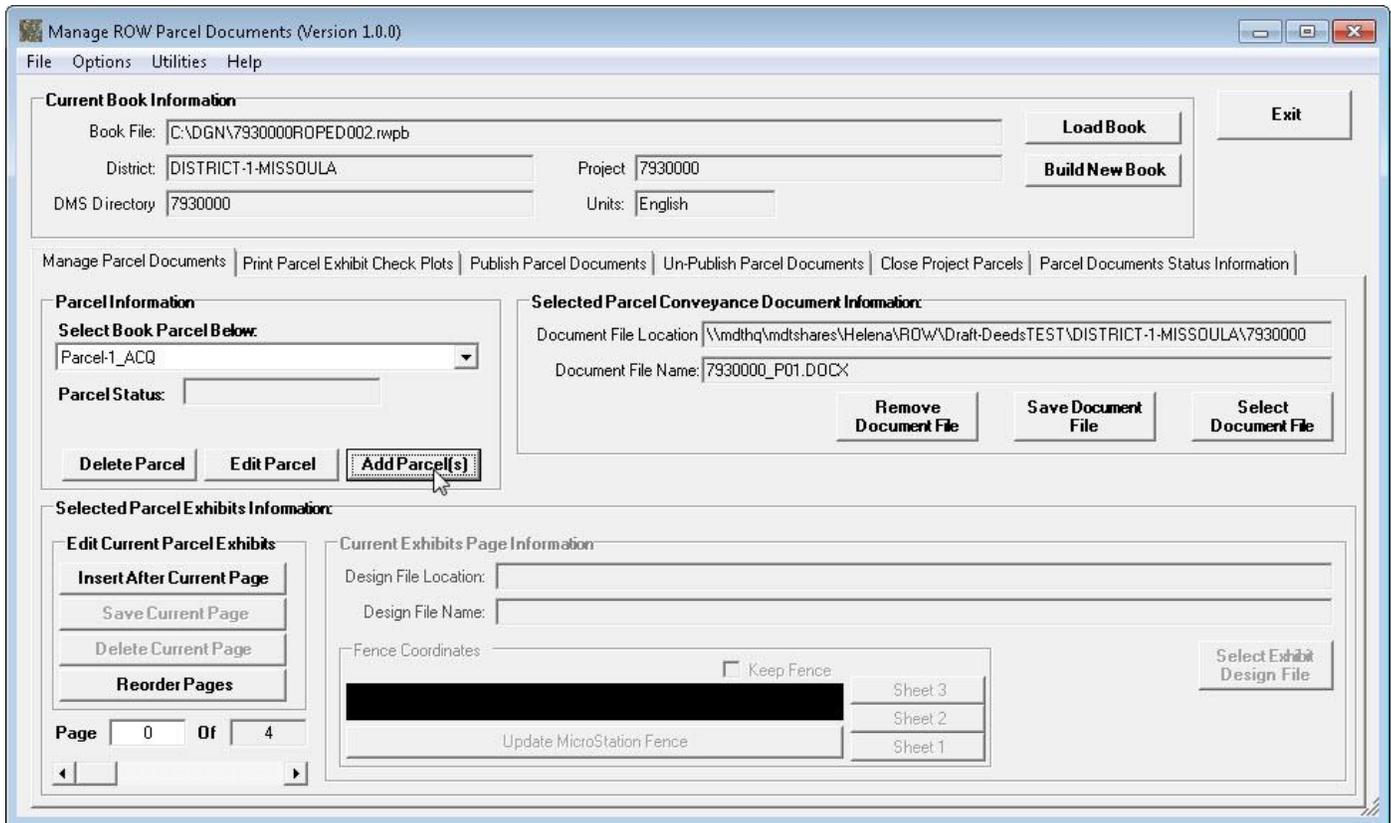


Manage ROW Parcel Documents User's Manual



7. Add/Edit Parcels Operations

To add parcel(s) to the current book select the **Add Parcel(s)** button, as shown below.



The **Add Parcels To Current Book** form will be displayed, as shown below.

This form works the same as the **Add Parcels to New Book** form shown [here](#).

Add Parcels To Current Book

Current DMS Directory For Project: 7930000

Existing Parcels:

- Parcel-1_EASE
- Parcel-2_ACQ_Some-Grantor
- Parcel-3_Some-Other-Description

Define New Parcel

Selected Parcel: **Select Parcel**

Selected Parcel Description: **Select Parcel Description Below:**

Enter Grantor/Grantee -->

New ParcelID:

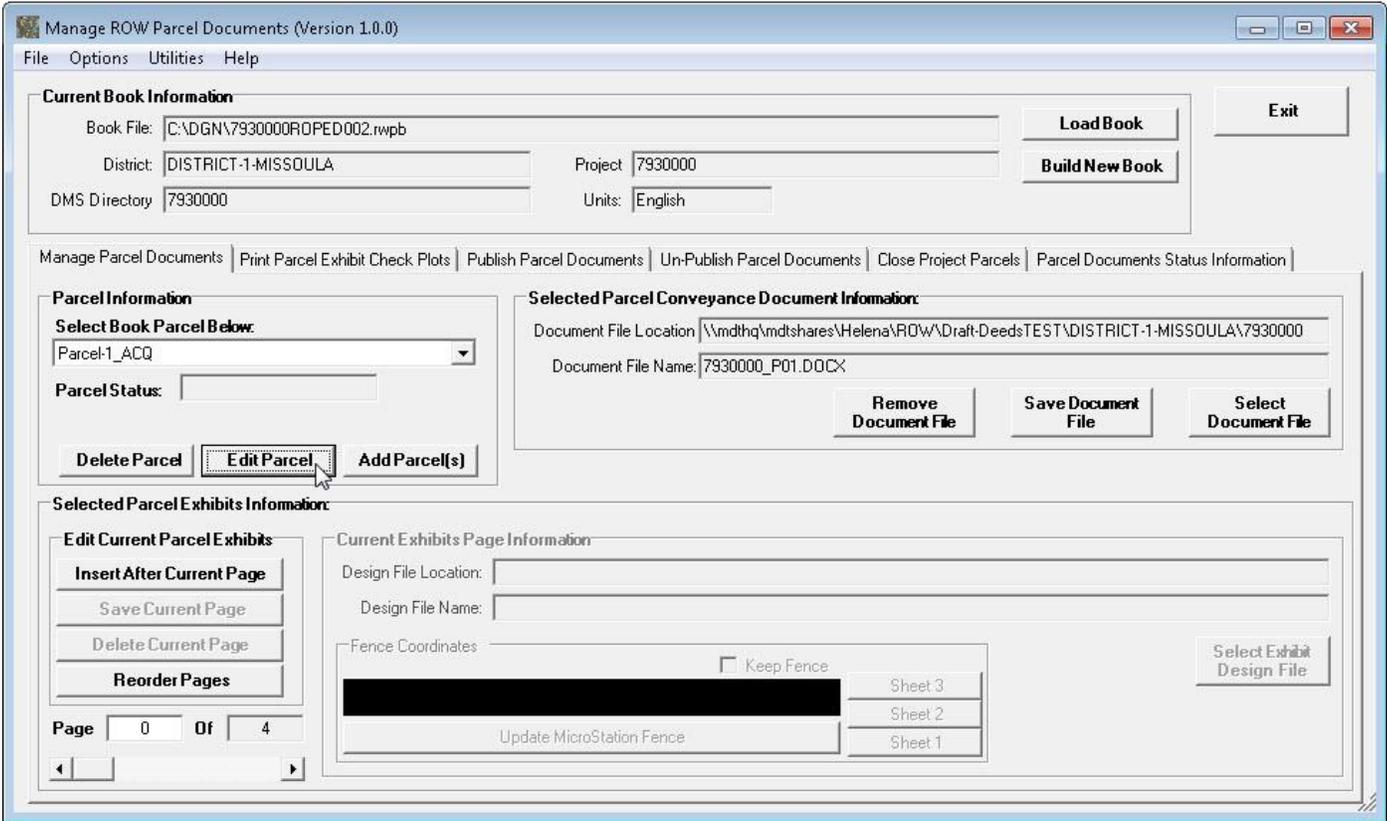
Add New Parcel

Cancel **Add Exhibit Pages**

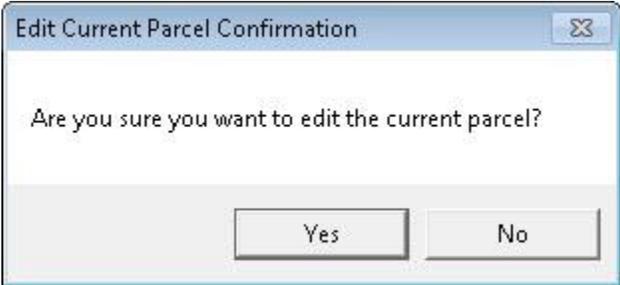
Validation Errors:

- Parcel is blank.
- Parcel Description is blank.

To edit the current parcel select the **Edit Parcel** button, as shown below.



An **Edit Current Parcel Confirmation** form will be displayed, prompting to confirm the edit current parcel operation, as shown below.



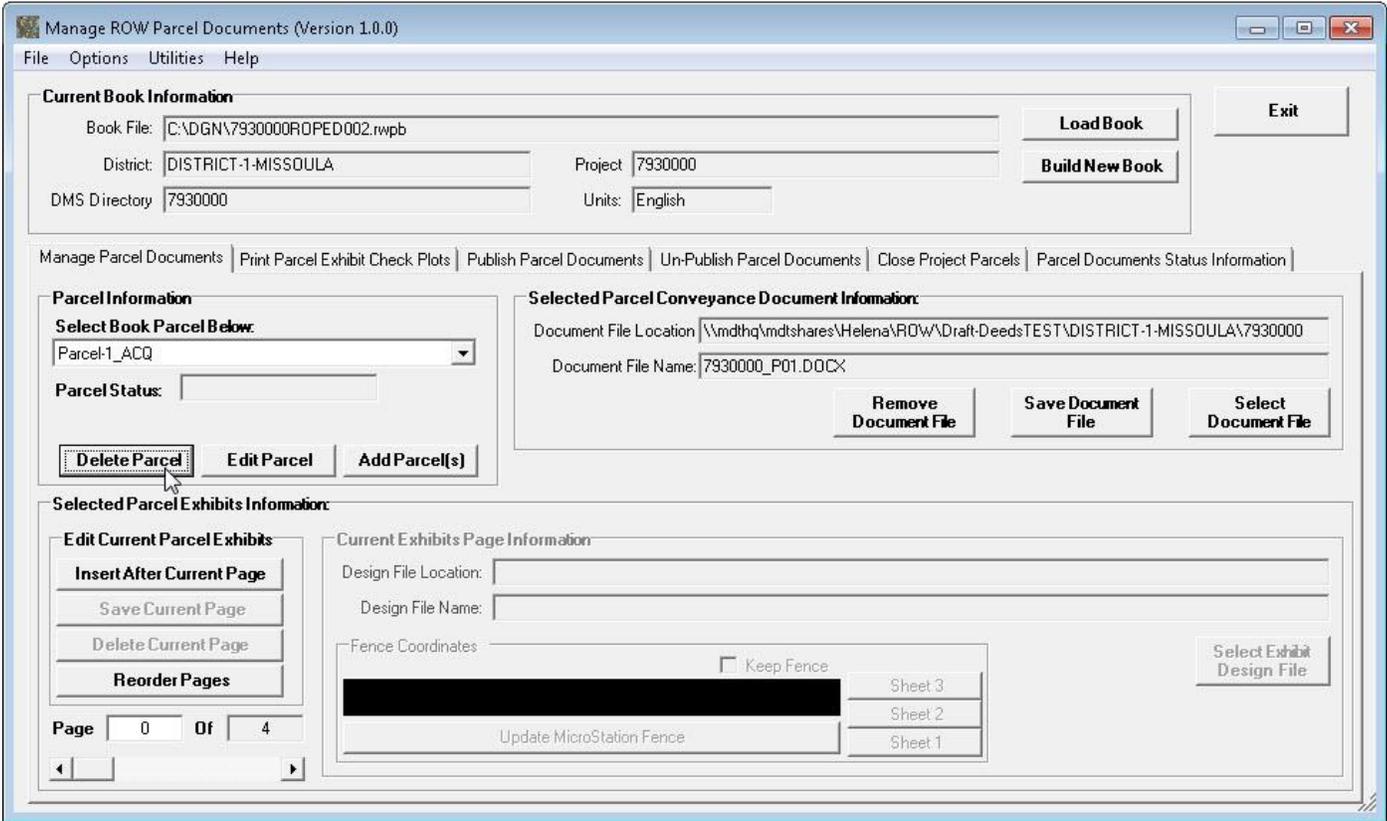
If the **Yes** button is selected, the **Edit Parcel** form will be displayed, as shown below.

This form works similar to the **Add Parcels to New Book** form shown [here](#).

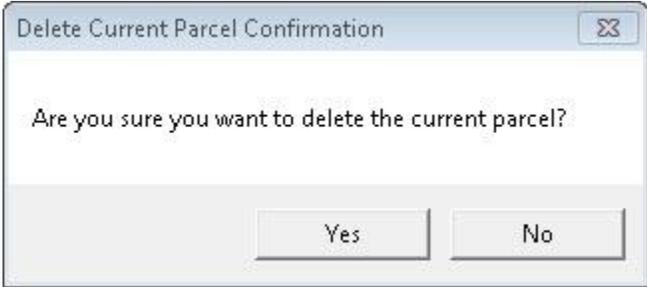
The user selects the Parcel Number, Description and optionally the Grantor/Grantee for the modified parcel id. The modified parcel id information is displayed in the **Modified Parcel ID:** text box.

Once the modified parcel id has been identified select the **Okay** button to complete the Edit Parcel operation, saving the changes to the Parcel ID for the parcel and returning to the main form with the updated parcel id displayed.

To delete the current parcel select the **Delete Parcel** button, as shown below.



A **Delete Current Parcel Confirmation** form will be displayed, prompting to confirm the delete current parcel operation, as shown below.



If the **Yes** button is selected, the parcel is deleted from the book and the main form is updated with the deleted parcel removed.

8. Modifying Parcel Exhibit Pages

After selecting a parcel a user can view and/or modify exhibit pages for the parcel using the controls in the ***Selected Parcel Exhibits Information*** section of the form.

To insert an exhibit page in the current parcel the user can select the **Insert After Current Page** button, as shown below.

If the “Prompt Before Making Changes” user option is checked the user will be prompted to confirm the ***Insert After Current Page*** operation, as shown below.

If the user selects the **Yes** button, the ***Insert Page in Exhibits for Current Parcel*** form will be displayed, as shown below.

This form works the same as the **Build Exhibits Pages For New Book** form shown [here](#).

Insert Page in Exhibits for Current Parcel (English Units)

Select Book Parcel Below:
Parcel-1_EASE

Reset Sheets

Sheet 3
Sheet 2
Sheet 1

Save Selected Sheet To Selected Parcel

Selected Exhibit Design File

Select Exhibit Design File

Exhibits Pages for Selected Parcel

Page No.	File Name	Sheet No.
1	7930000ROEXH001_P1.DGN	1
2	7930000ROEXH001_P1.DGN	2
3	7930000ROEXH001_P1.DGN	3

Cancel Okay

Book Units: English

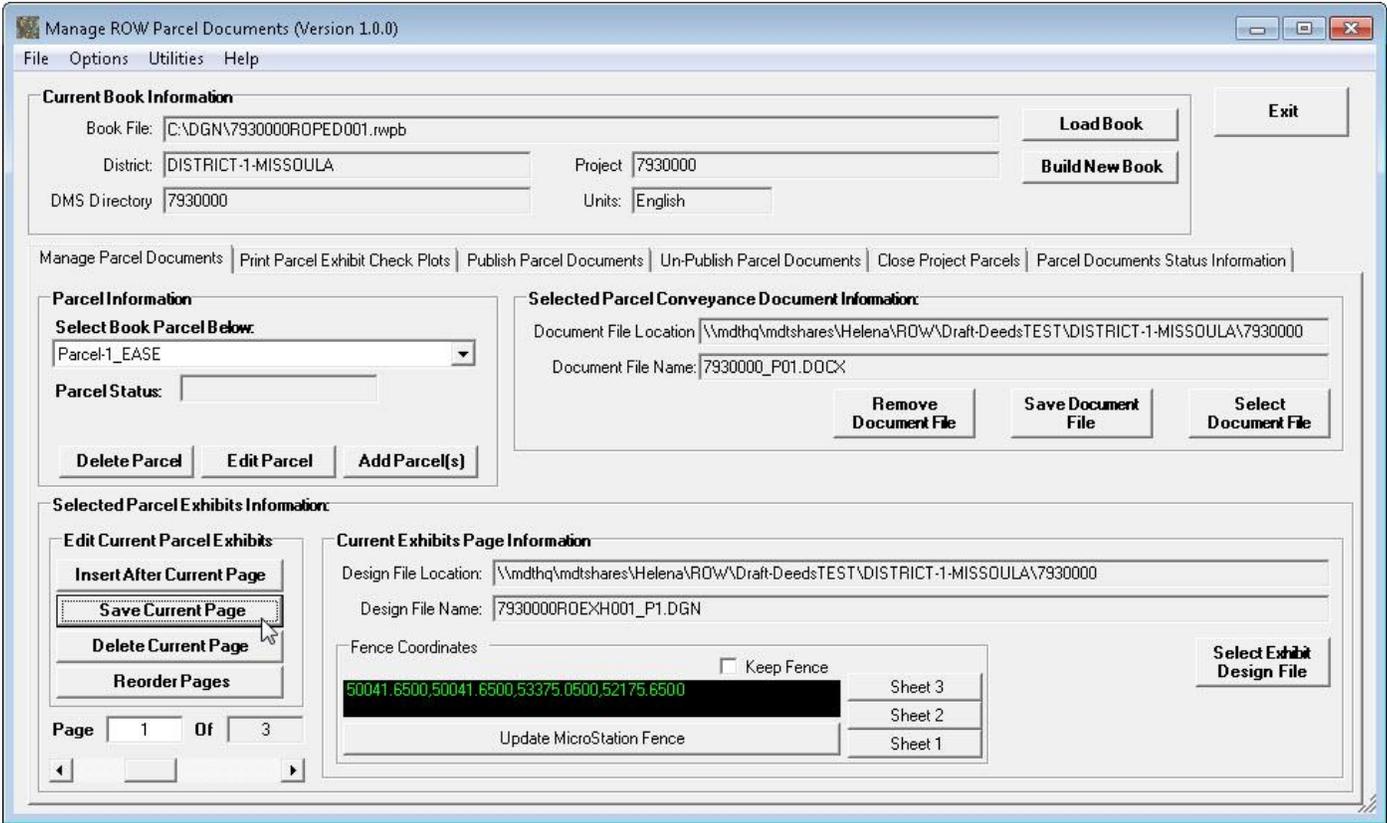
Validation Errors:
Exhibit Design File is blank.

The scroll bar or Page number text box can be used to view the exhibit page information for the various pages. To move to a different exhibit page enter the page number in the Page text box or use the scroll bar to move to the page. Once the desired page is selected the exhibit design file and sheet in the file are displayed.

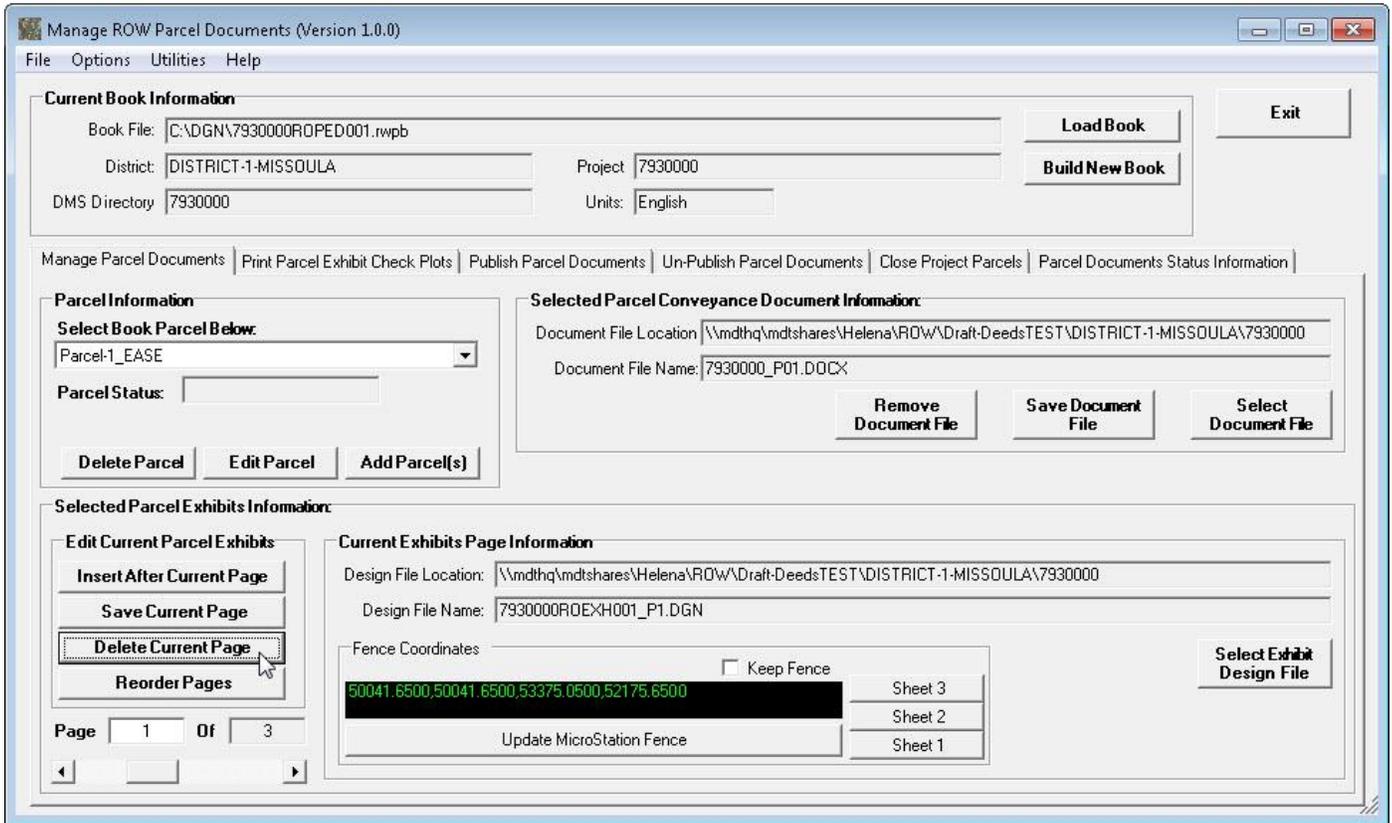
The Exhibit design file for the current parcel exhibit page can be changed by selecting the Select Exhibit Design File button and selecting the desired Exhibit design file.

The Sheet for the exhibit page in the current parcel can be changed by selecting the Sheet Number button.

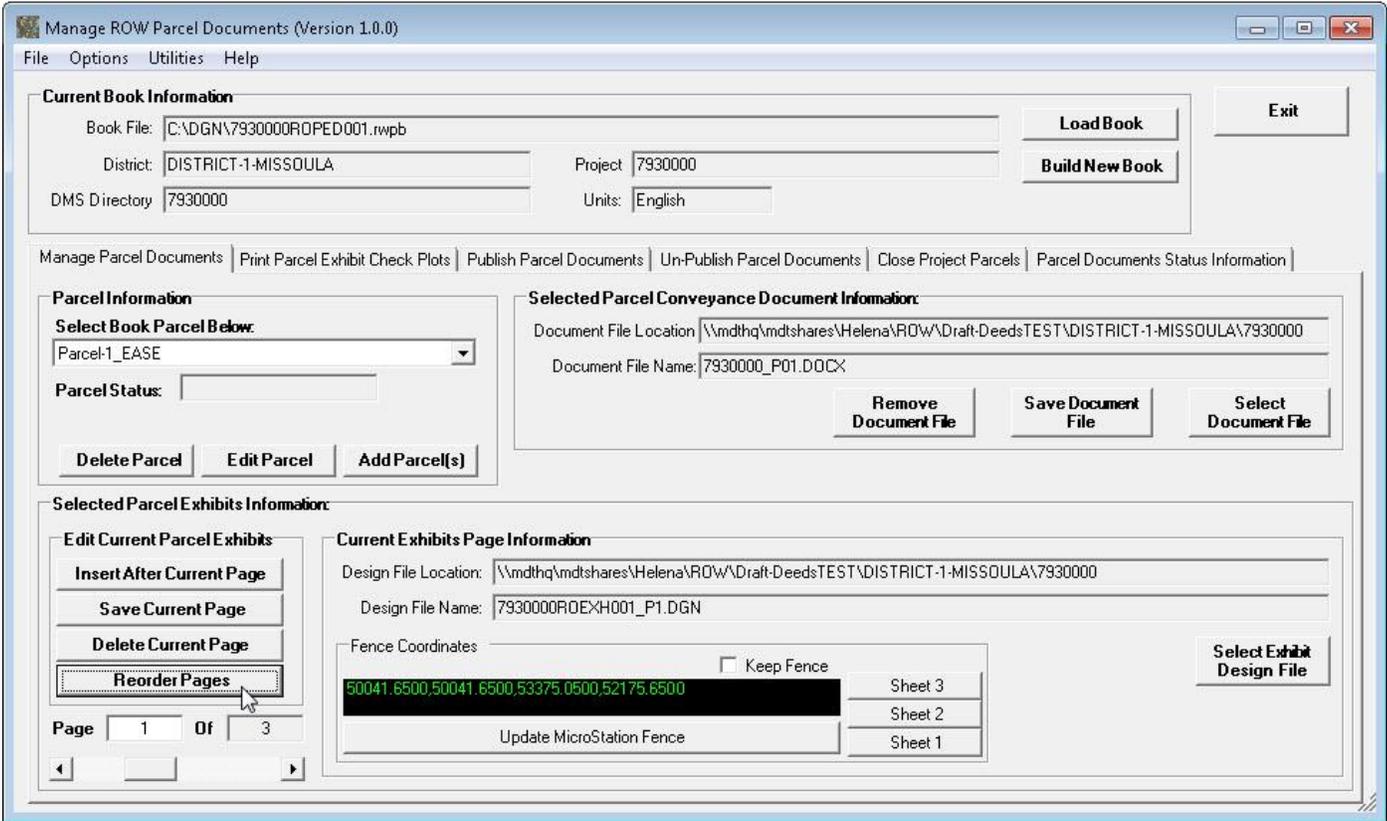
After making changes to the exhibit design file and/or sheet on the current exhibit page select the **Save Current Page** button to save the changes, as shown below.



To delete an exhibit page from a parcel move to the desired page and select the **Delete Current Page** button, as shown below.



To reorder the exhibit pages for a parcel select the **Reorder Pages** button as shown below.



9. Modifying Parcel Conveyance Document

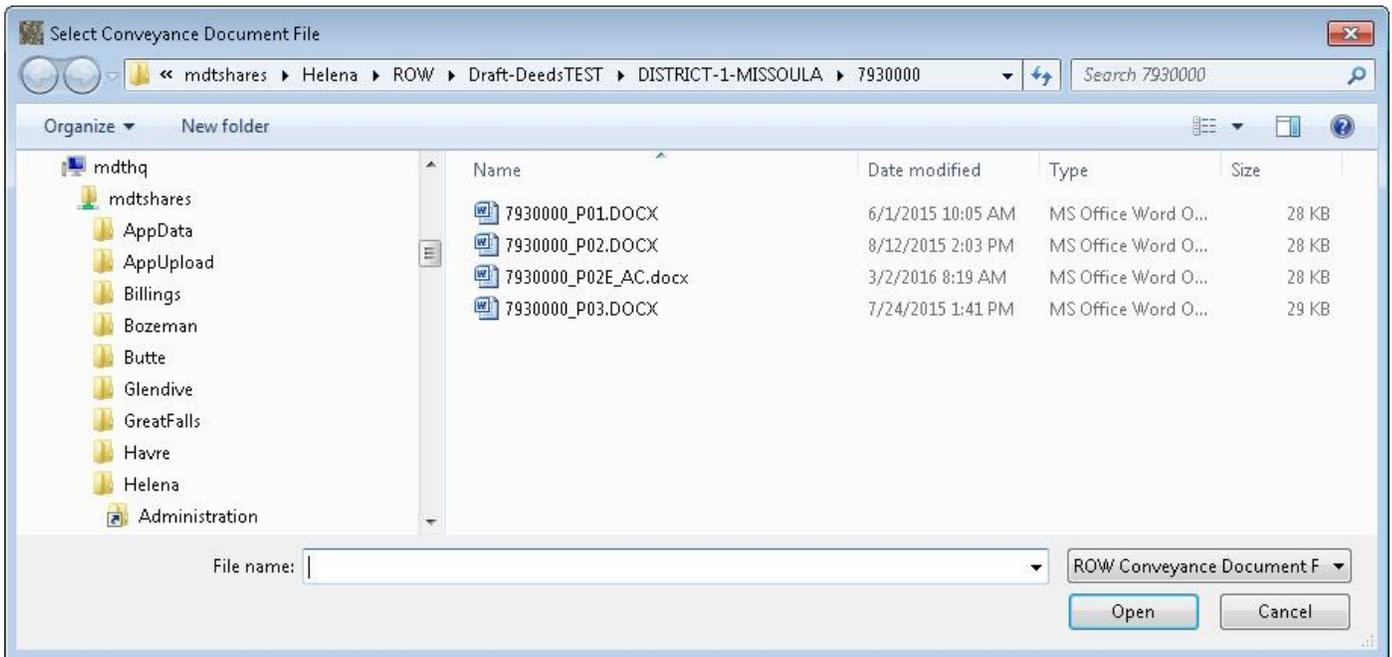
After selecting a parcel a user can view and/or modify the conveyance document for the parcel using the controls in the ***Selected Parcel Conveyance Document Information*** section of the form.

To add or change the conveyance document for a parcel the user can select the **Select Document File** button, as shown below.

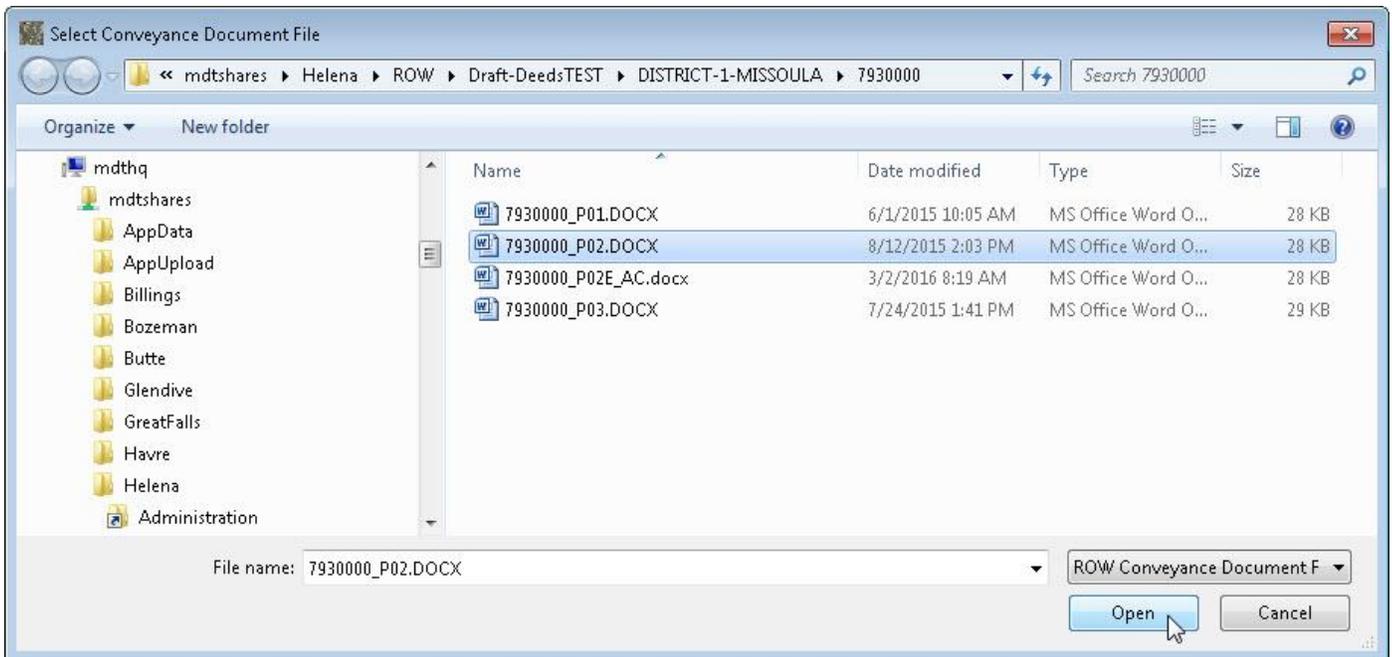
The screenshot displays the 'Manage ROW Parcel Documents (Version 1.0.0)' application window. The interface is organized into several sections:

- Current Book Information:** Includes fields for Book File (C:\DGN\7930000\ROPED002.rwpb), District (DISTRICT-1-MISSOULA), DMS Directory (7930000), Project (7930000), and Units (English). Buttons for 'Load Book', 'Build New Book', and 'Exit' are present.
- Parcel Information:** Features a 'Select Book Parcel Below' dropdown menu (currently showing 'Parcel:2_EASE'), a 'Parcel Status' field, and buttons for 'Delete Parcel', 'Edit Parcel', and 'Add Parcel(s)'. A menu bar above this section includes options like 'Manage Parcel Documents', 'Print Parcel Exhibit Check Plots', 'Publish Parcel Documents', 'Un-Publish Parcel Documents', 'Close Project Parcels', and 'Parcel Documents Status Information'.
- Selected Parcel Conveyance Document Information:** Contains fields for 'Document File Location' and 'Document File Name'. It includes buttons for 'Remove Document File', 'Save Document File', and 'Select Document File'.
- Selected Parcel Exhibits Information:** This section is further divided into:
 - Edit Current Parcel Exhibits:** Includes buttons for 'Insert After Current Page', 'Save Current Page', 'Delete Current Page', and 'Reorder Pages'. Below these are 'Page 0 Of 3' and navigation arrows.
 - Current Exhibits Page Information:** Includes fields for 'Design File Location' and 'Design File Name'. It features a 'Fence Coordinates' field with a 'Keep Fence' checkbox and a 'Select Exhibit Design File' button. A list of sheets (Sheet 3, Sheet 2, Sheet 1) is visible, along with an 'Update MicroStation Fence' button.

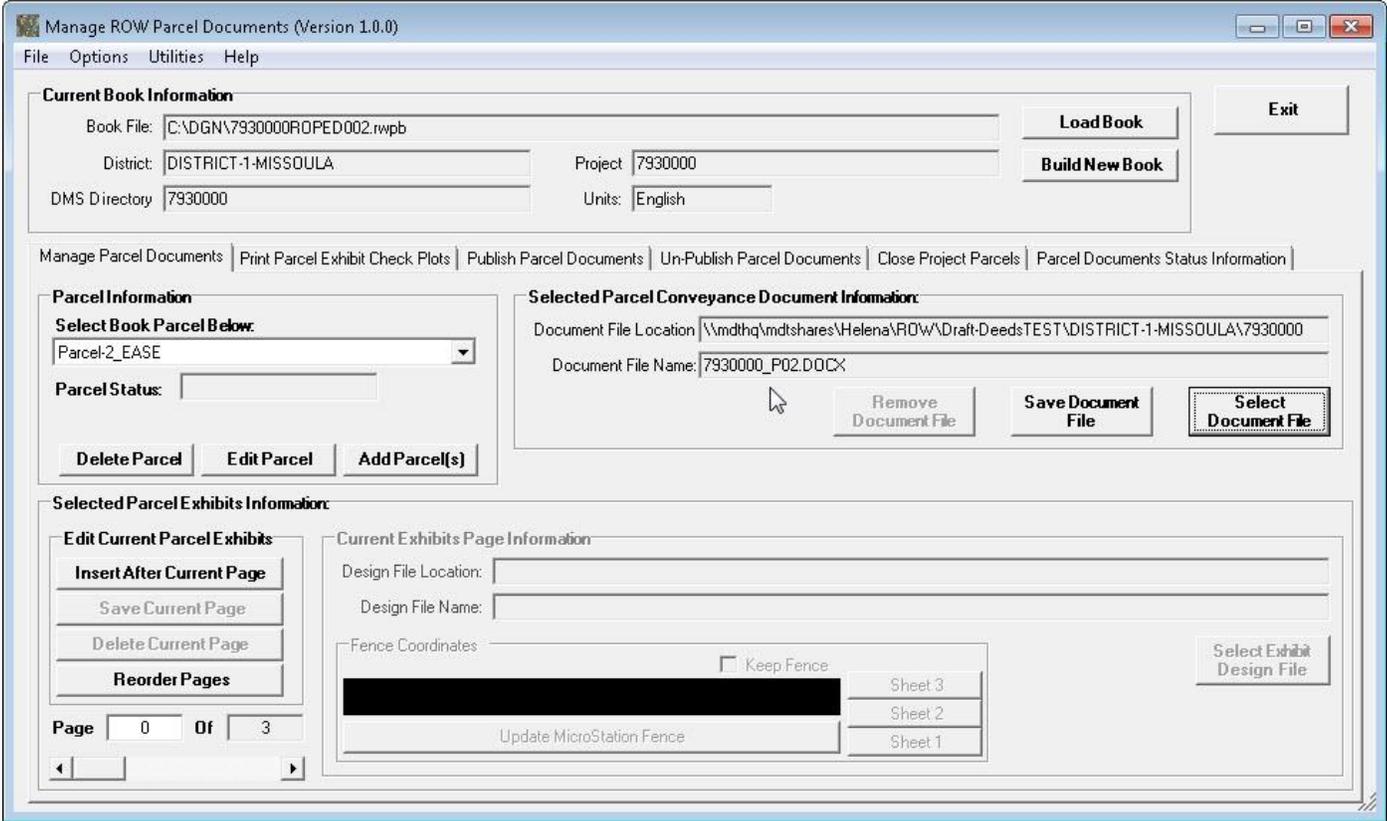
The **Select Conveyance Document File** form will be displayed, as shown below.



Browse to and select the desired conveyance document from the Draft Deeds share and then select the **Open** button, as shown below.

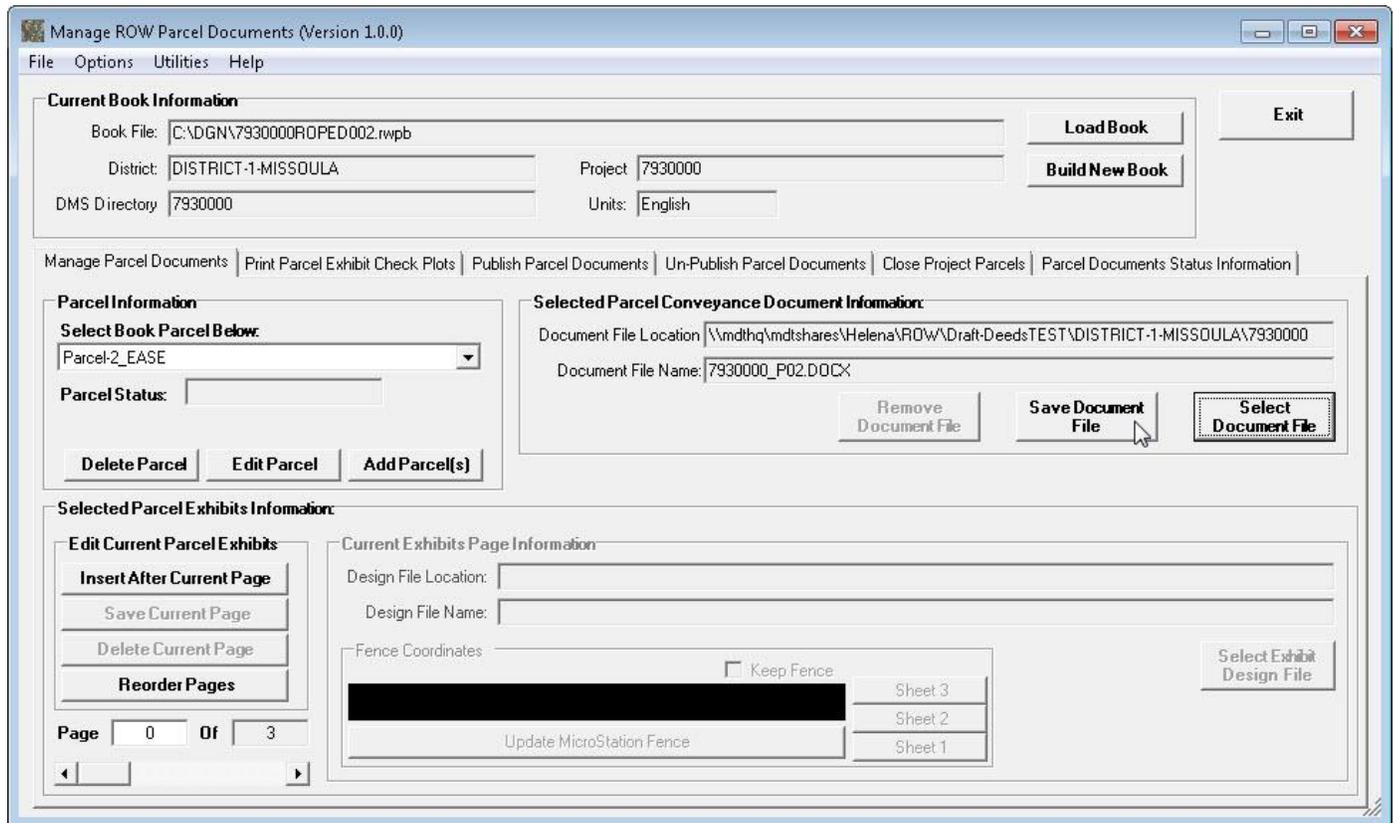


The program will return to the main form with the selected document file information displayed in the **Selected Parcel Conveyance Document Information** section of the form, as shown below.

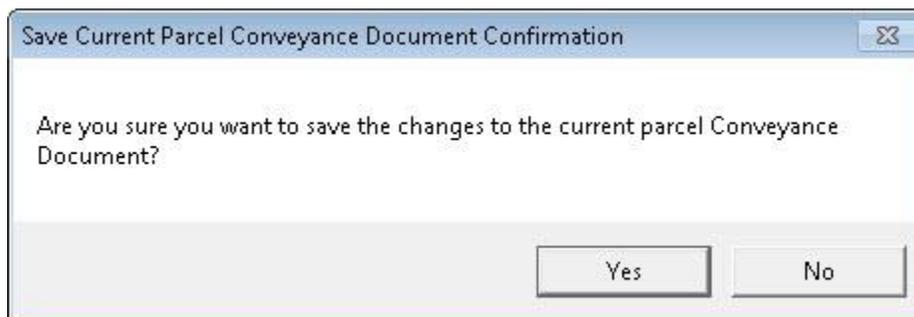


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Next, select the **Save Document File** button, as shown below, to save the selected document file information as the conveyance document for the selected parcel.



A **Save Current Parcel Conveyance Document Confirmation** form will be displayed, as shown below, prompting for confirmation of the save current parcel conveyance document operation.



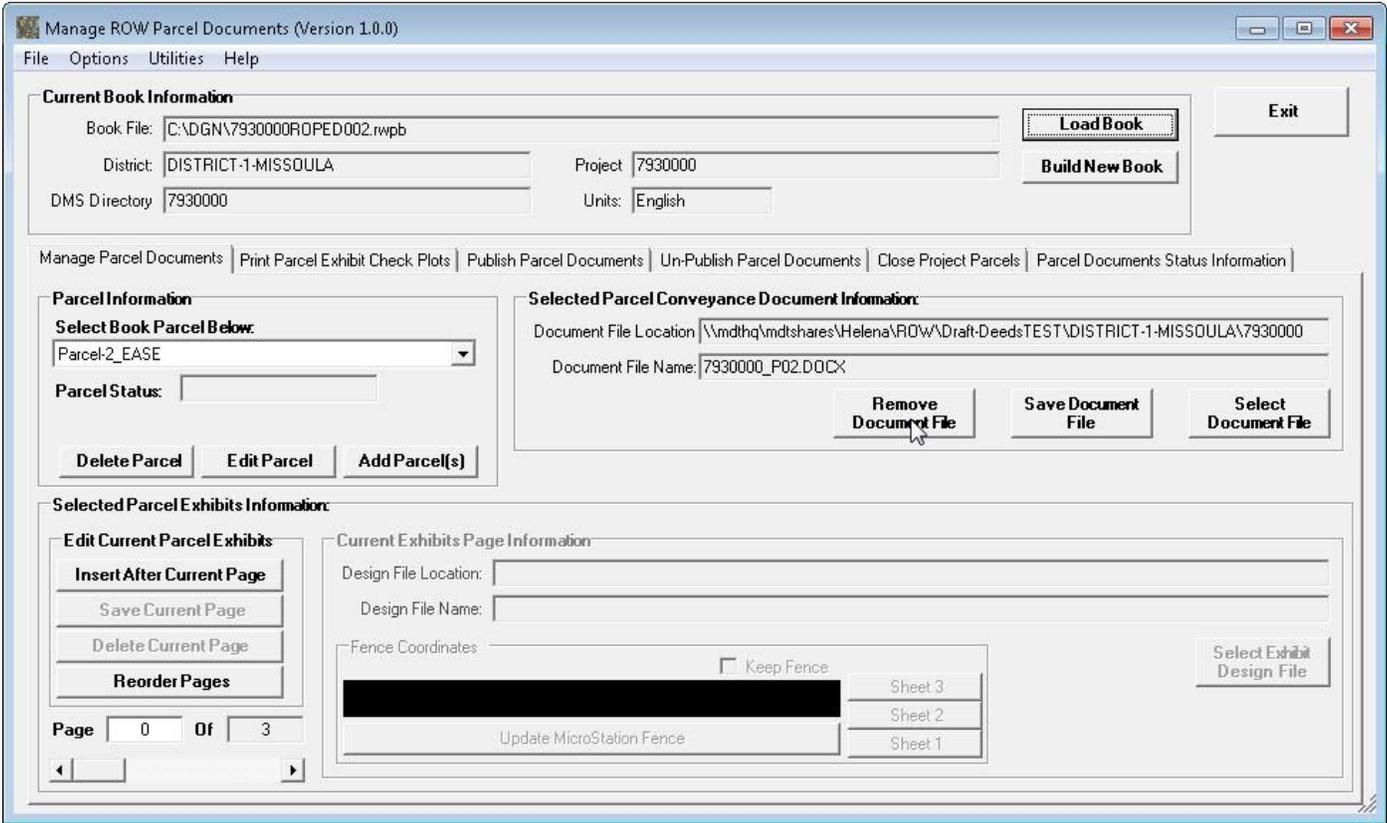
Select the **Yes** button to complete the conveyance document save operation.

A **Conveyance Document Info Saved** confirmation form will be displayed, providing notification that the conveyance document information has been saved to the current book, as shown below.

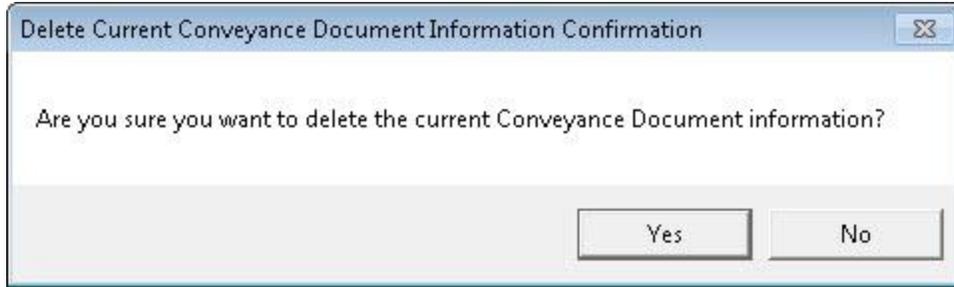


After selecting the **OK** button, the program will return to the main form.

To remove the conveyance document for a parcel the user can select the **Remove Document File** button, as shown below.

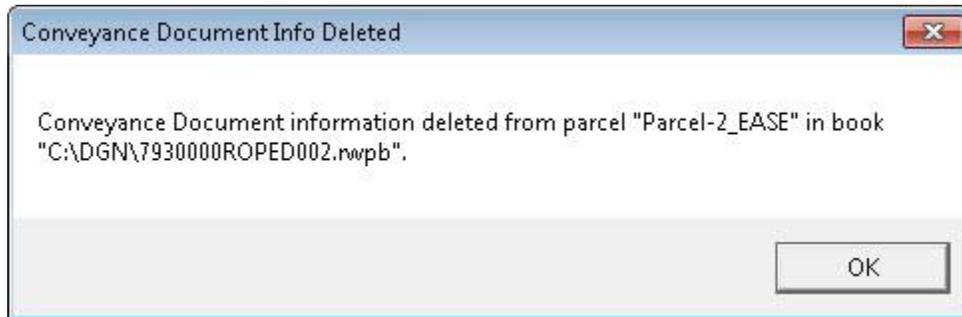


A **Delete Current Parcel Conveyance Document File Confirmation** form will be displayed, as shown below, prompting for confirmation of the delete current parcel conveyance document file operation.

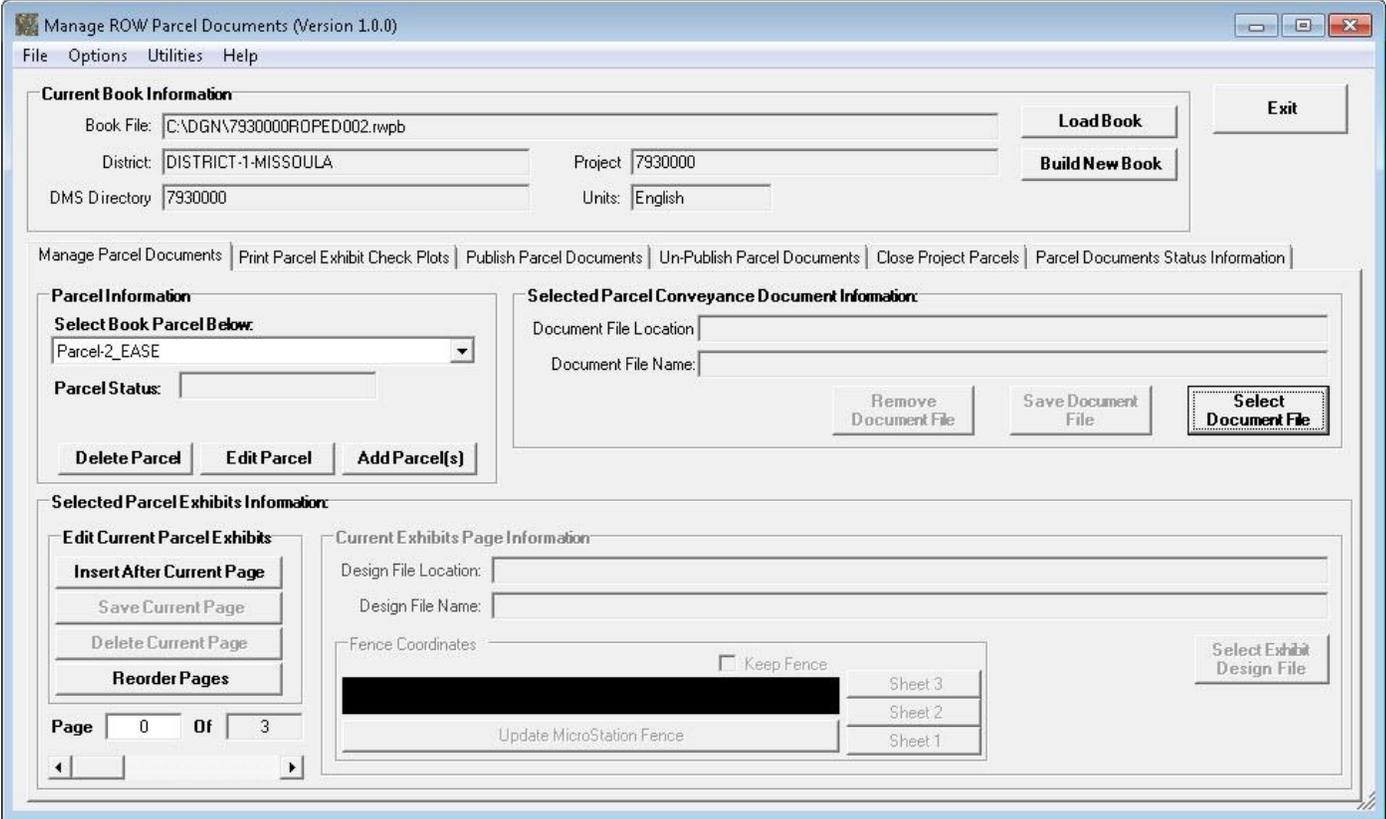


Select the **Yes** button to complete the conveyance document deletion operation.

A **Conveyance Document Info Deleted** confirmation form will be displayed, providing notification that the conveyance document information has been saved to the current book, as shown below.



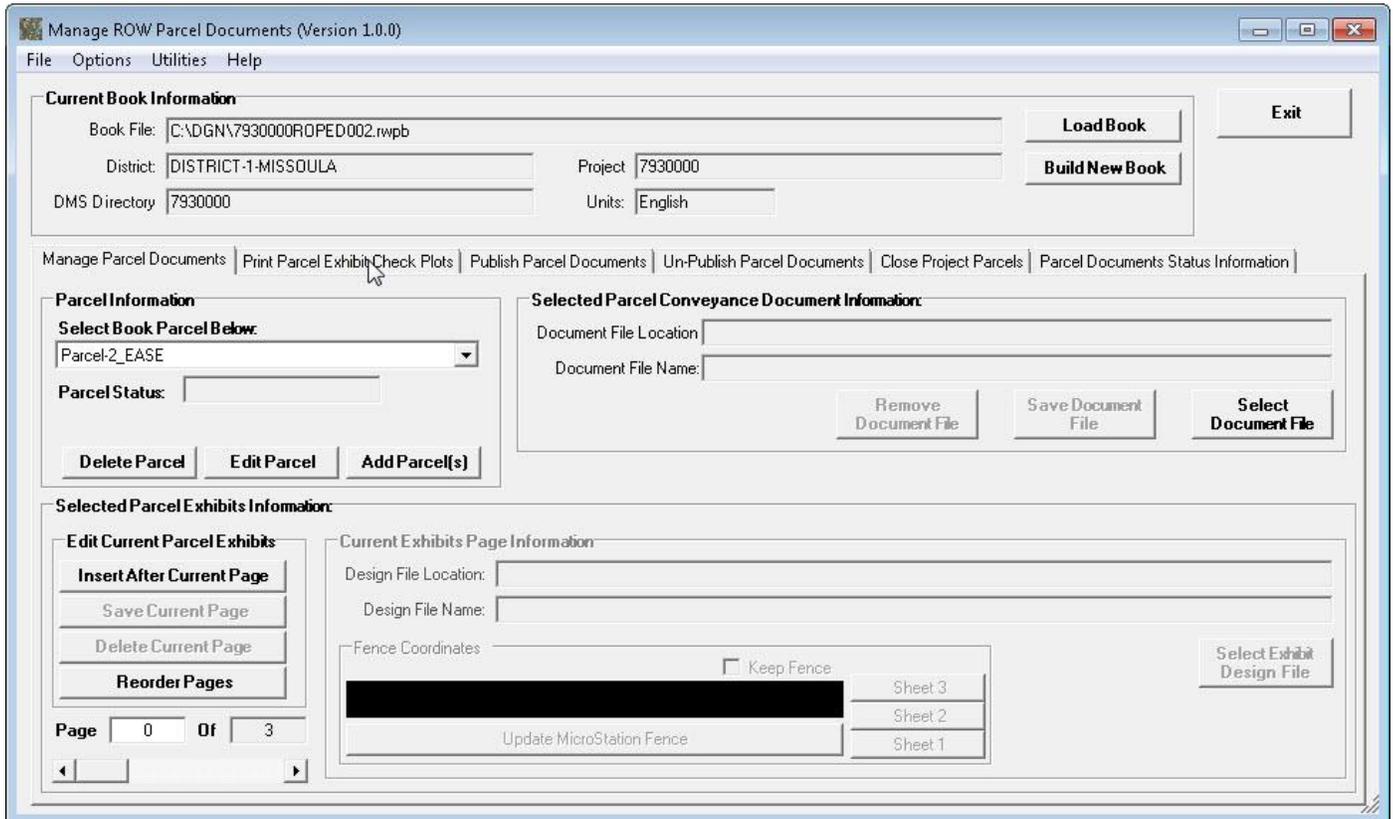
After selecting the **OK** button, the program will return to the main form with the information for the current parcel updated to show no conveyance document, as shown below.



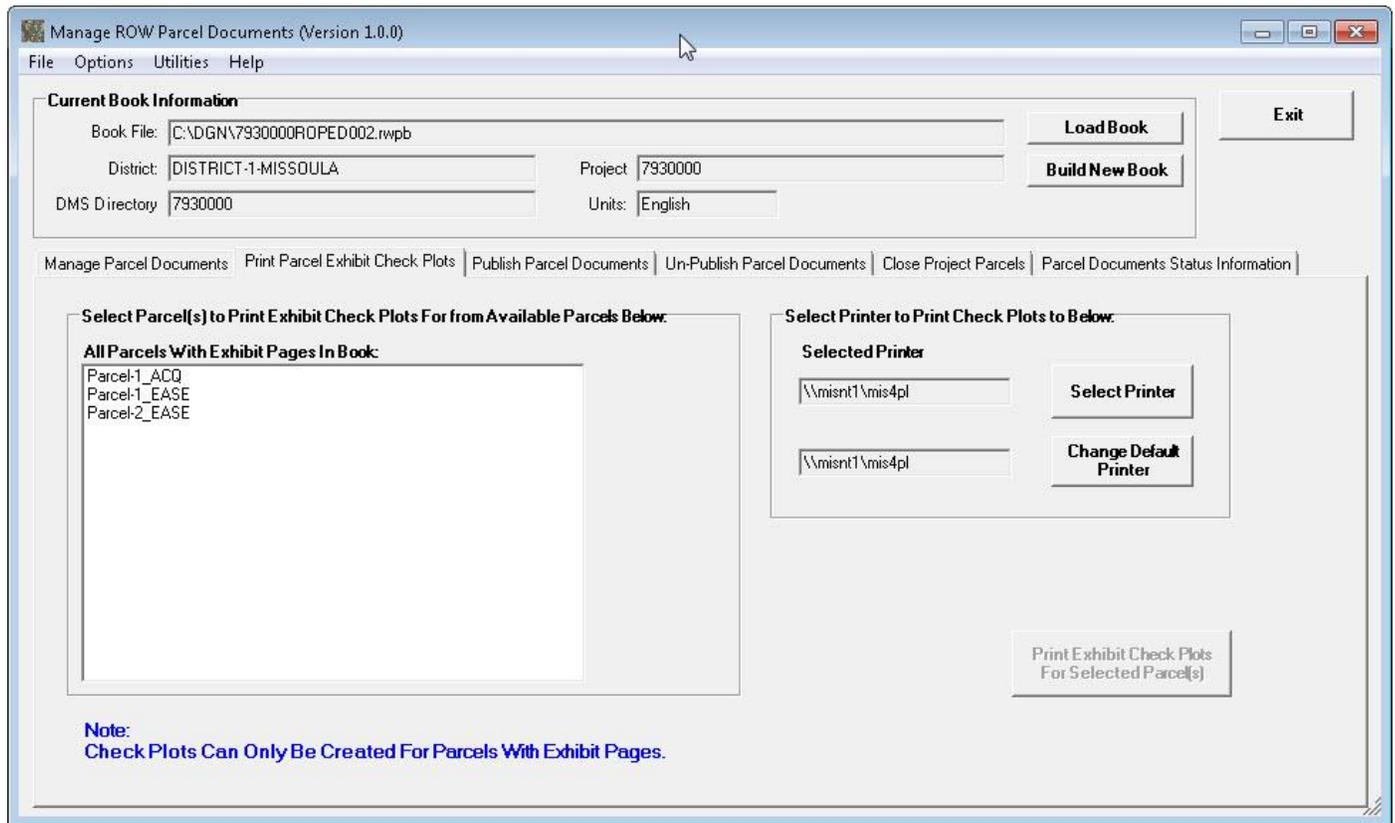
10. Printing Check Plots

To user can use the Print Parcel Exhibit Check Plots tab to get check plot prints.

To start the process of getting parcel exhibit check plots first select the **Print Parcel Exhibit Check Plots** tab on the main form, as shown below.



The **Print Parcel Exhibit Check Plots** tab will be displayed, as shown below.

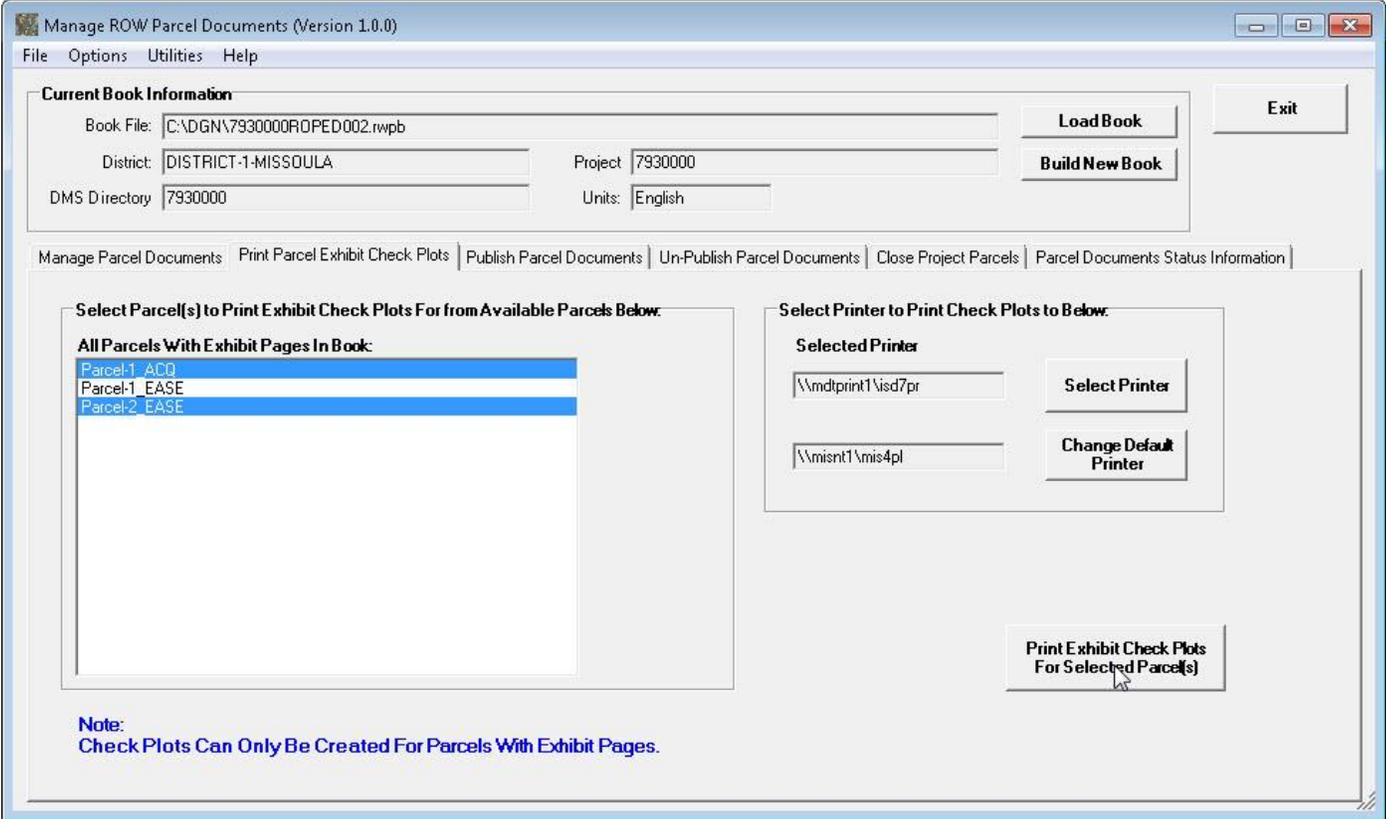


The steps to perform to print exhibit check plots for parcels is as follows:

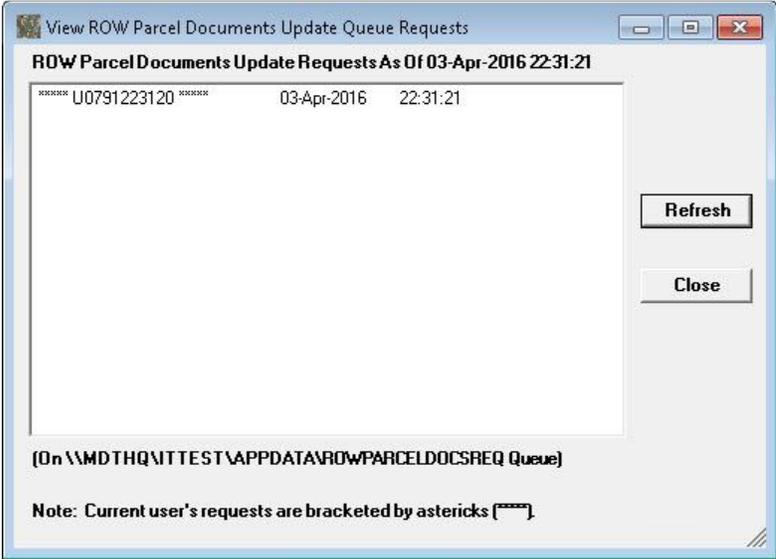
First, select the printer for the check plot prints to be printed to using the **Select Printer** button.

Next, select the parcel(s) to be printed in the list of parcels with exhibit pages under the **All Parcels With Exhibit Pages In Book:** label.

Finally, select the **Print Exhibit Check Plots For Selected Parcel(s)** button to submit the request for the printed exhibit check plots, as shown below.



A **View ROW Parcel Documents Update Queue Requests** form will be displayed, as show below.



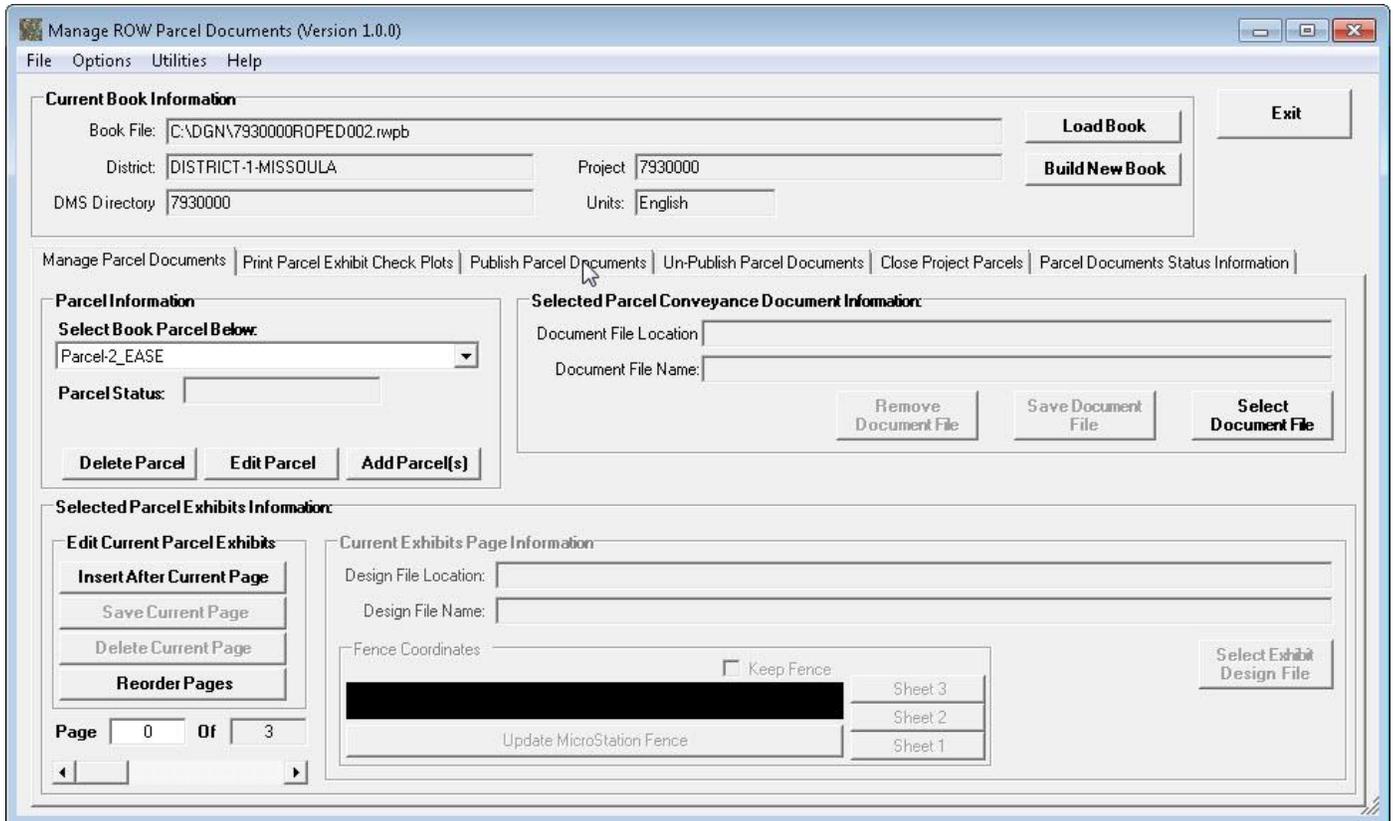
The request will be processed by the Network Batch Plotters and the plots will be printed to the selected printer.

Click the **Close** button to close the form, returning to the main form.

11. Publish Parcel Documents

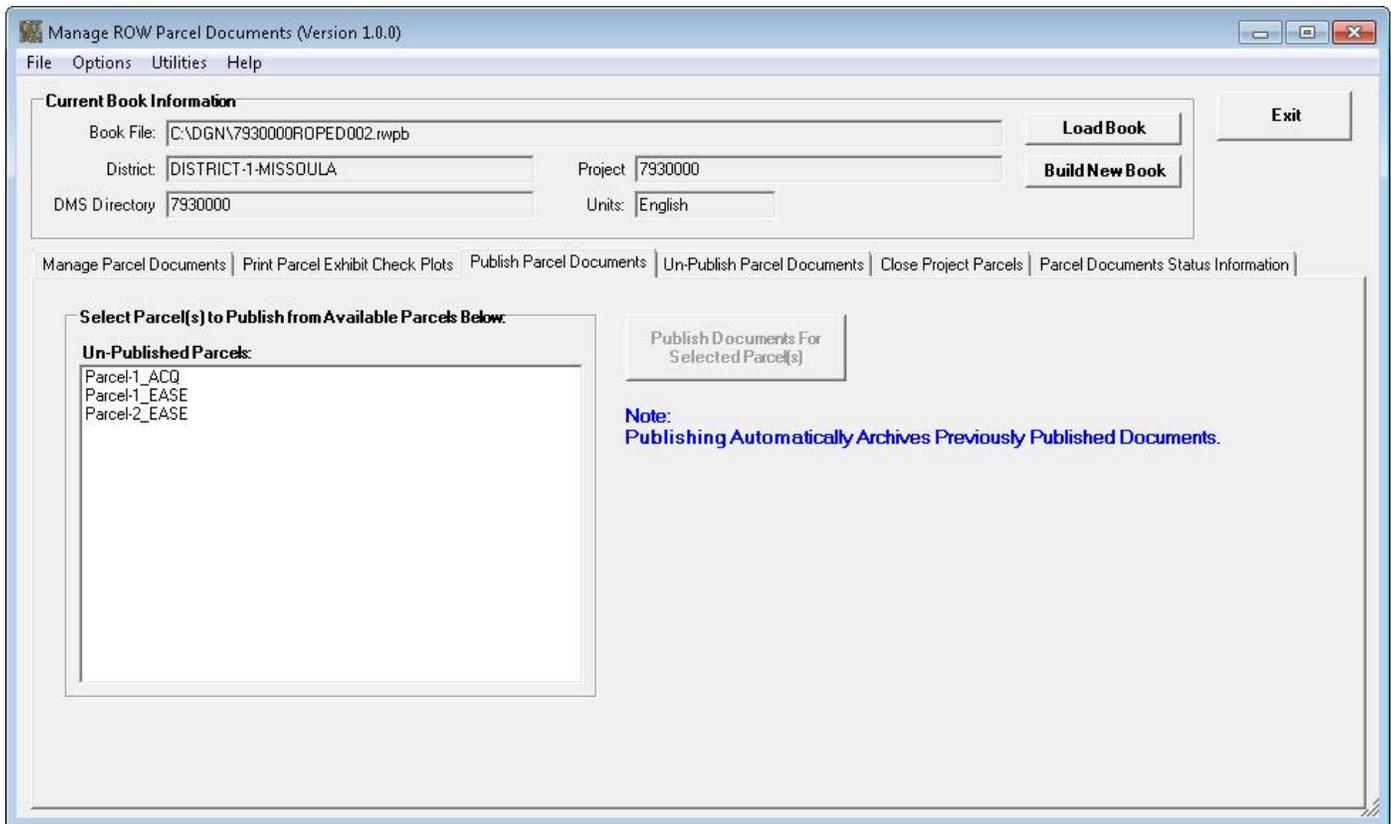
Once the parcel documents have been completed and checked, the user can use the Publish Parcel Documents tab to publish the parcel document, making them available for Right-of-Way staff to access the documents.

To start the process of publishing parcels first select the **Publish Parcel Documents** tab on the main form, as shown below.



The **Publish Parcel Documents** tab will be displayed, as shown below.

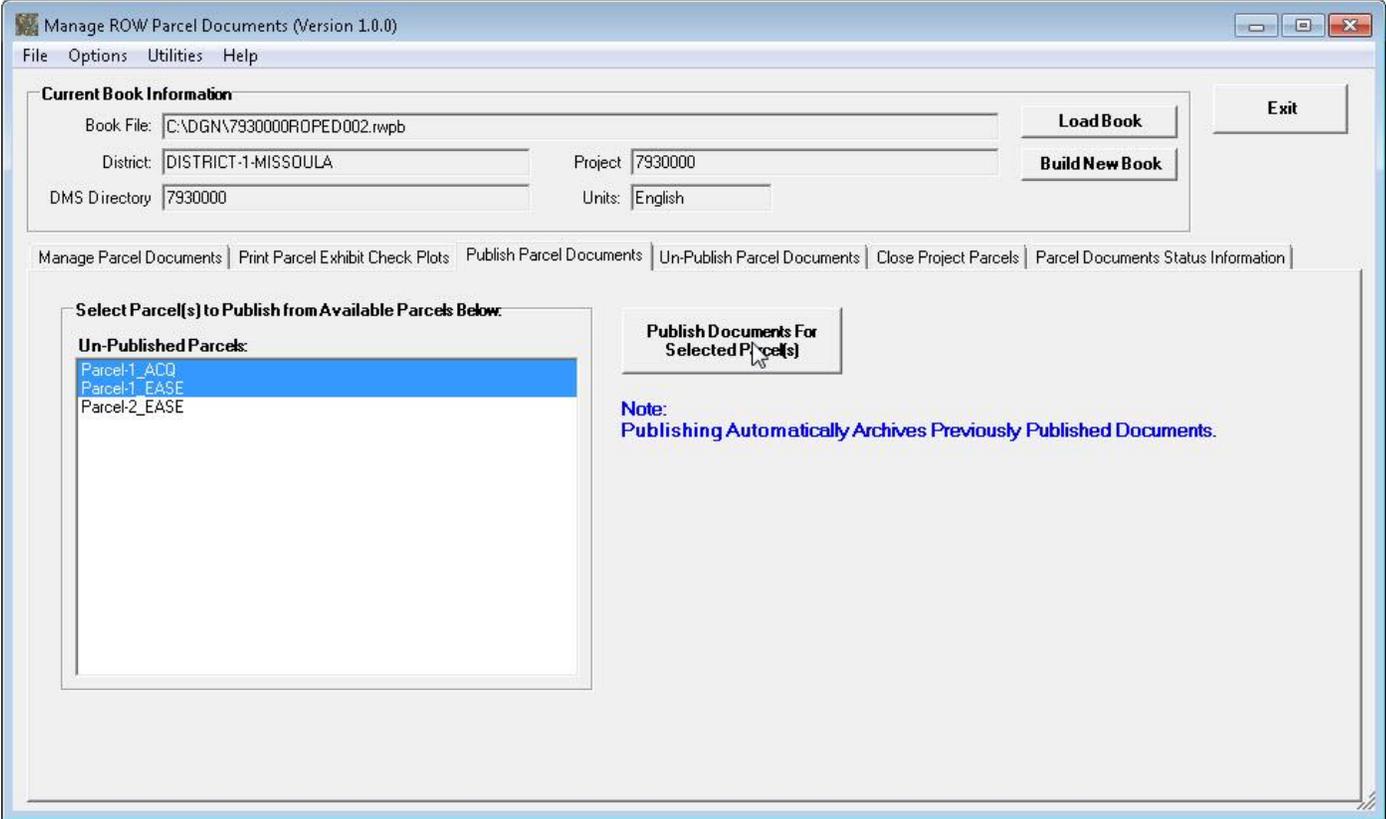
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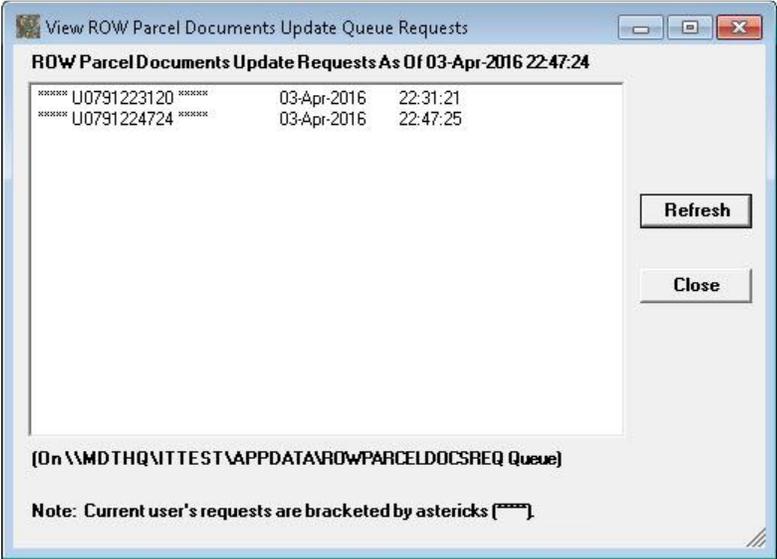
The steps to perform to publish parcels are as follows:

First, select the parcel(s) to be published in the list of un-published parcels under the ***Un-Published Parcels:*** label.

Next, select the **Publish Documents For Selected Parcel(s)** button to submit the request to publish the parcel documents, as shown below.



A **View ROW Parcel Documents Update Queue Requests** form will be displayed, as show below.



The request will be processed by the Network Batch Plotters and the Parcel Exhibit plot and PDF files will be created and published and the conveyance document will be published.

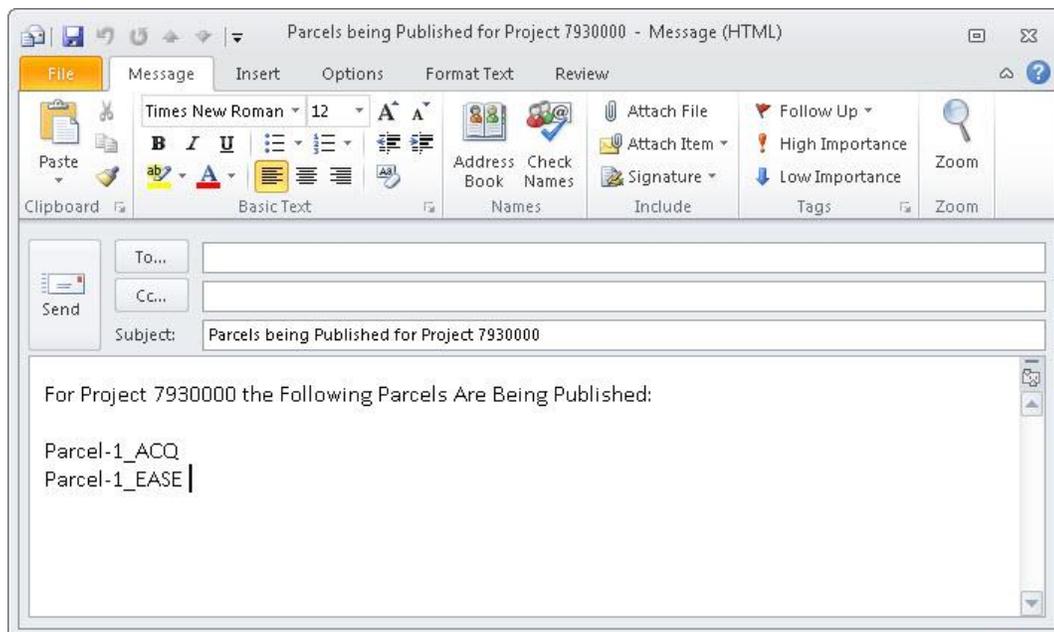
Click the **Close** button to close the form.

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If the "Prompt To Send Email Notifications" option is checked on in the User Options, a **Send Publication Notification?** form will be displayed, prompting to select whether or not to send an e-mail notification, as shown below.



If Yes is selected, a new outlook e-mail message will be initialized with the Subject and body containing Parcel Publication notification information, ready for the user to complete and send, as shown below.



Click the **Close** button to close the form, returning to the main form.

12. Un-Publish Parcel Documents

After parcel documents have been published it may be necessary to make modifications. Before making modifications the parcels will need to be un-published as the published documents are no longer valid and the published conveyance document file must be returned to its original Draft Deeds location.

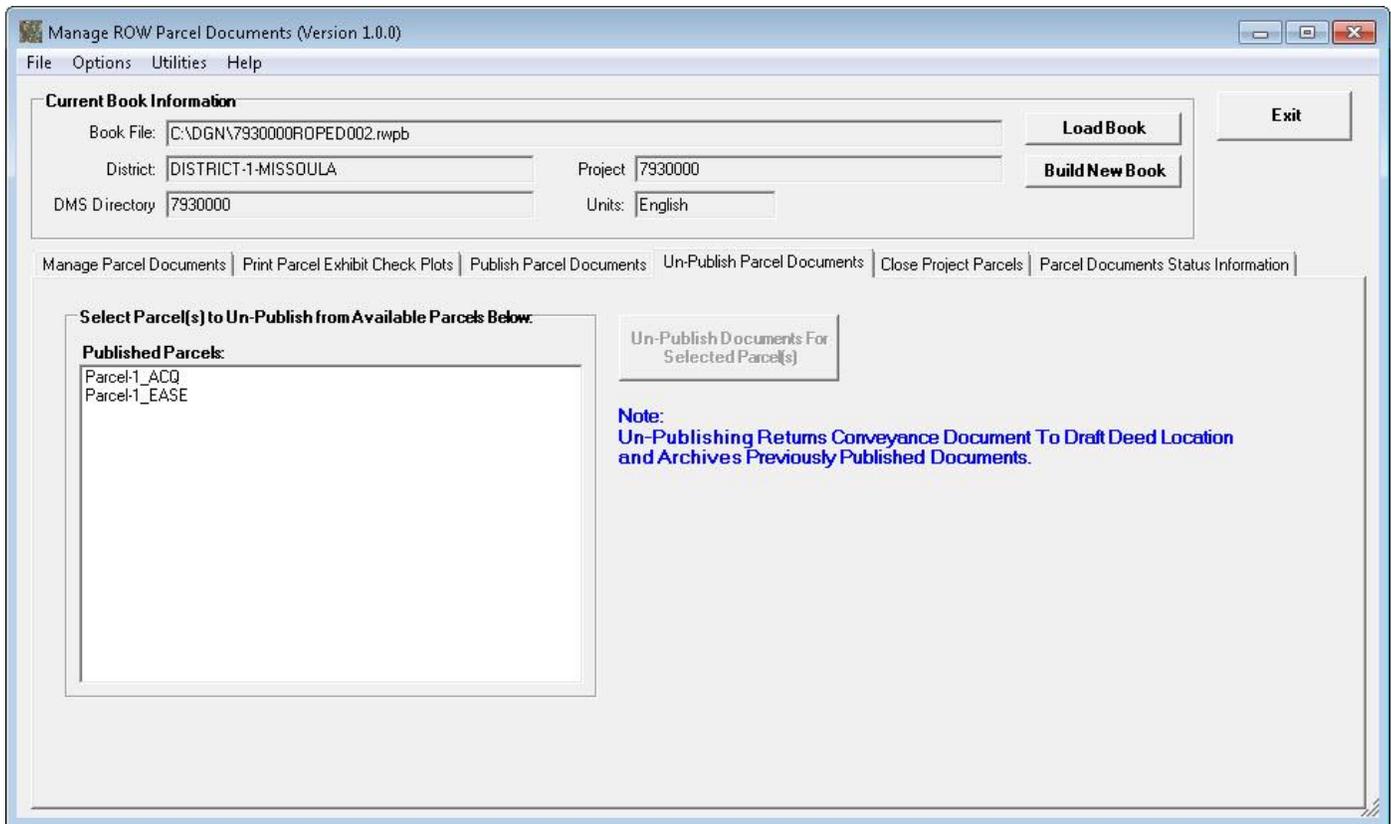
To start the process of un-publishing parcels first select the ***Un-Publish Parcel Documents*** tab on the main form, as shown below.

The screenshot displays the 'Manage ROW Parcel Documents (Version 1.0.0)' application window. The 'Un-Publish Parcel Documents' tab is selected in the main menu. The interface is divided into several sections:

- Current Book Information:** Contains fields for Book File (C:\DGN\7930000\ROPED002.rwpb), District (DISTRICT-1-MISSOULA), Project (7930000), DMS Directory (7930000), and Units (English). Buttons for 'Load Book', 'Build New Book', and 'Exit' are present.
- Parcel Information:** Includes a 'Select Book Parcel Below' dropdown menu (currently showing 'Parcel-2_EASE'), a 'Parcel Status' field, and buttons for 'Delete Parcel', 'Edit Parcel', and 'Add Parcel(s)'.
- Selected Parcel Conveyance Document Information:** Features fields for 'Document File Location' and 'Document File Name', along with buttons for 'Remove Document File', 'Save Document File', and 'Select Document File'.
- Selected Parcel Exhibits Information:** Contains an 'Edit Current Parcel Exhibits' section with buttons for 'Insert After Current Page', 'Save Current Page', 'Delete Current Page', and 'Reorder Pages'. It also includes 'Current Exhibits Page Information' with fields for 'Design File Location' and 'Design File Name', a 'Fence Coordinates' field with a 'Keep Fence' checkbox, and a list of sheets (Sheet 3, Sheet 2, Sheet 1) with a 'Select Exhibit Design File' button. A 'Page 0 Of 3' indicator and 'Update MicroStation Fence' button are also visible.

The ***Un-publish Parcel Documents*** tab will be displayed, as shown below.

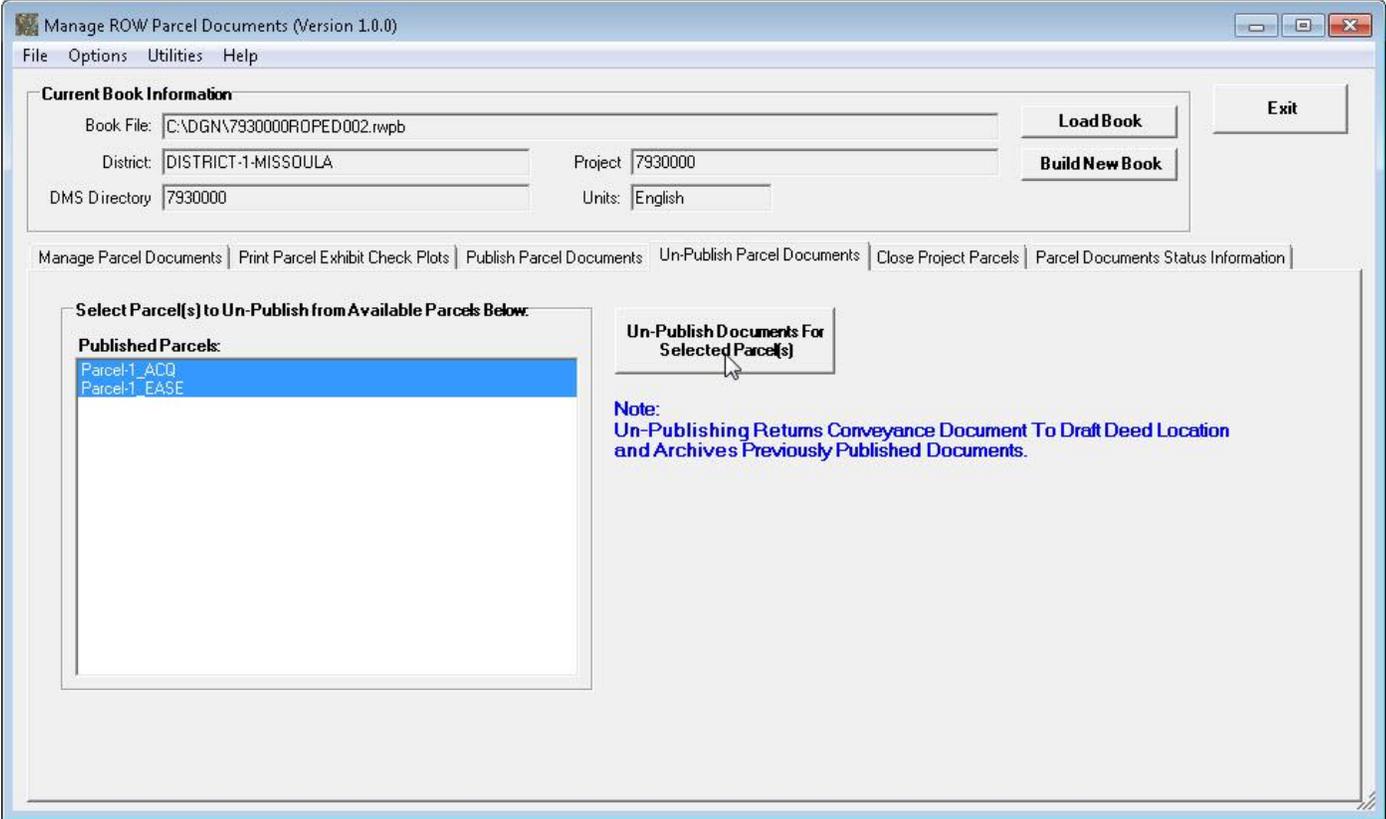
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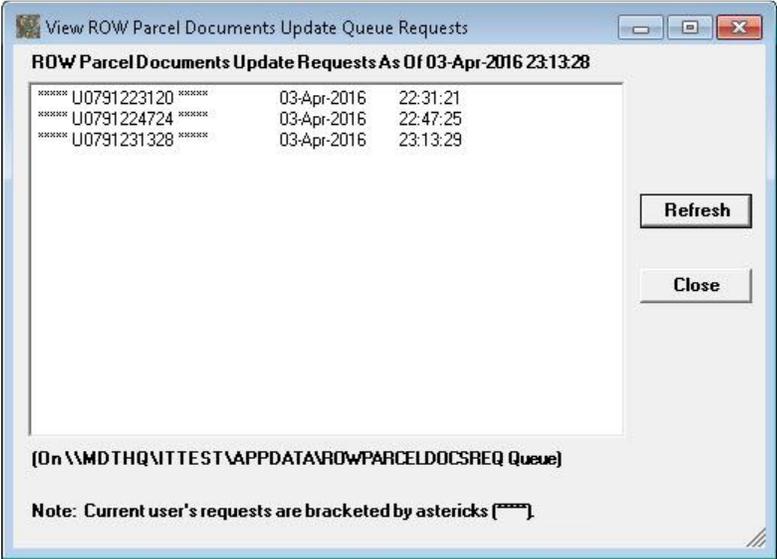
The steps to perform to un-publish parcels are as follows:

First, select the parcel(s) to be un-published in the list of published parcels under the ***Published Parcels:*** label.

Next, select the **Un-publish Documents For Selected Parcel(s)** button to submit the request to un-publish the parcel documents, as shown below.



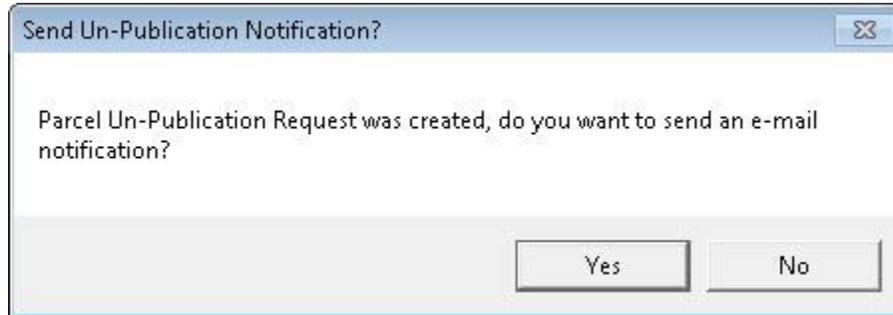
A **View ROW Parcel Documents Update Queue Requests** form will be displayed, as show below.



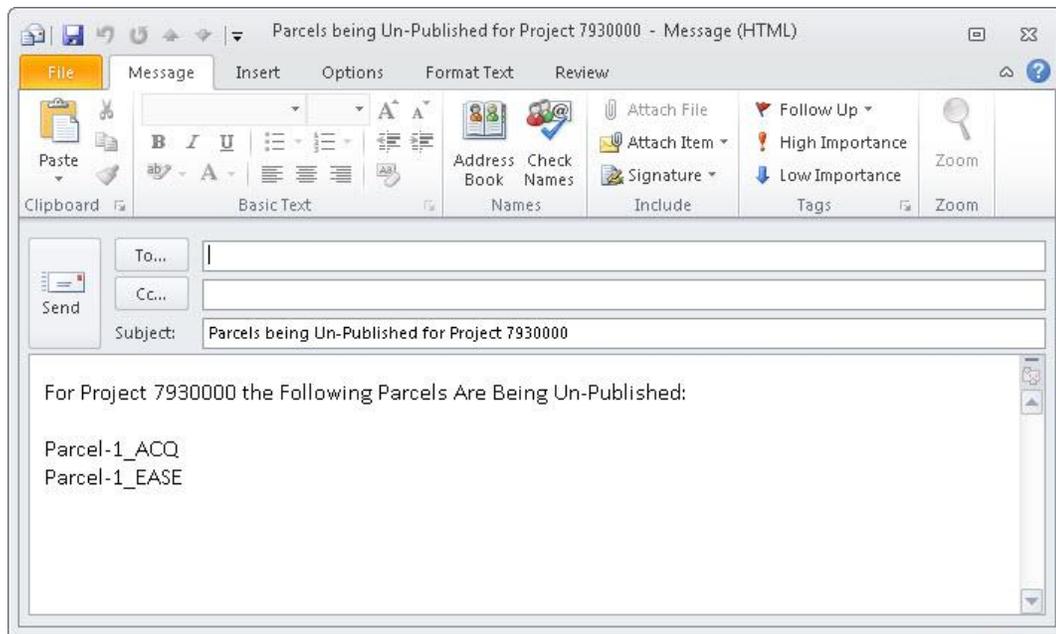
The request will be processed by the Network Batch Plotters and the Parcel Exhibit plot and PDF files will be archived and the conveyance document will be archived and returned to the its original Draft Deeds location.

Click the **Close** button to close the form.

If the "Prompt To Send Email Notifications" option is checked on in the User Options, a **Send Un-publication Notification?** form will be displayed, prompting to select whether or not to send an e-mail notification, as shown below.



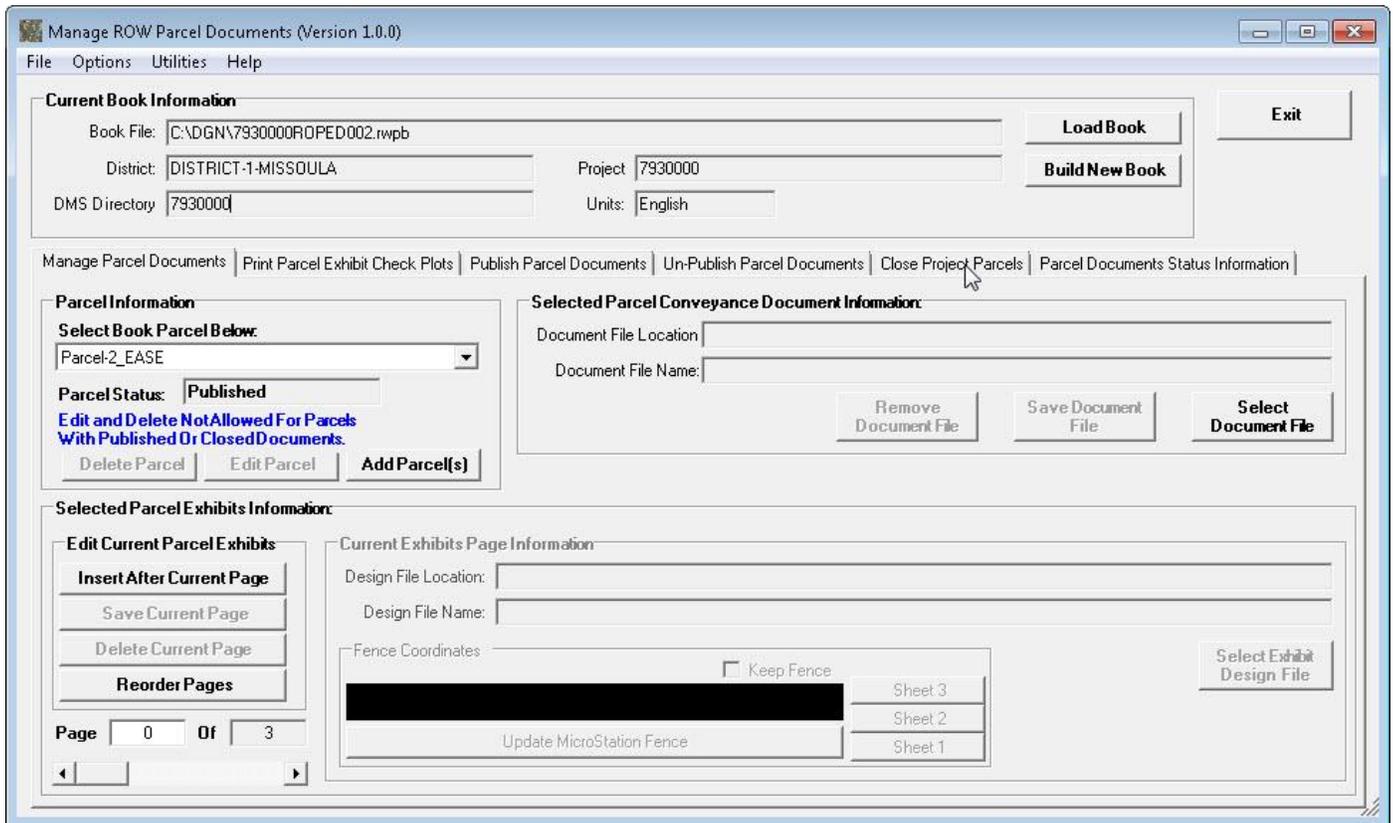
If **Yes** is selected, a new outlook e-mail message will be initialized with the Subject and body containing Parcel Un-publication notification information, ready for the user to complete and send, as shown below.



13. Close Parcel Documents

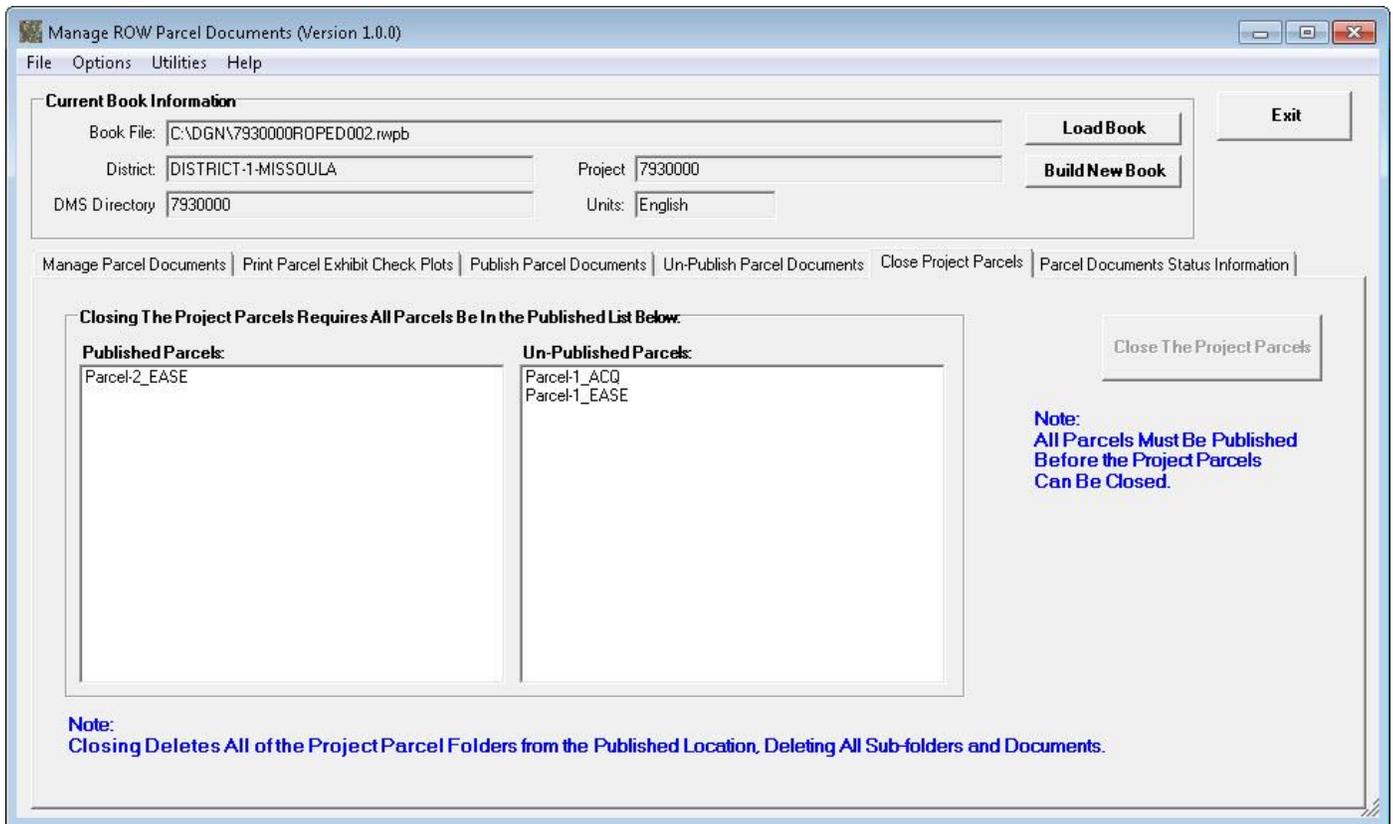
After parcel documents have been published for all of the parcels in the project and the project is completed the parcel documents will need to be closed.

To start the process of closing parcels first select the **Close Project Parcels** tab on the main form, as shown below.



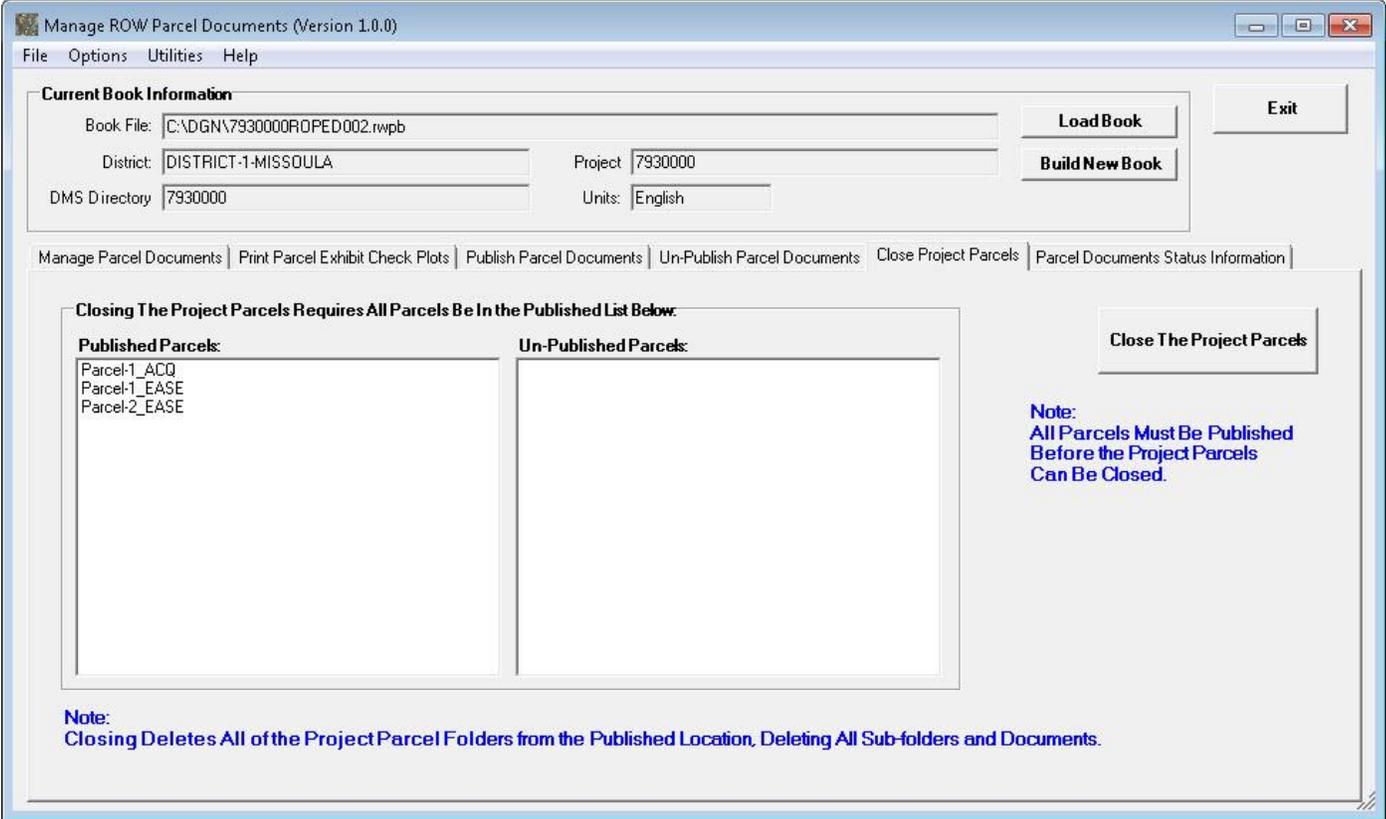
The **Close Project Parcels** tab will be displayed, as shown below.

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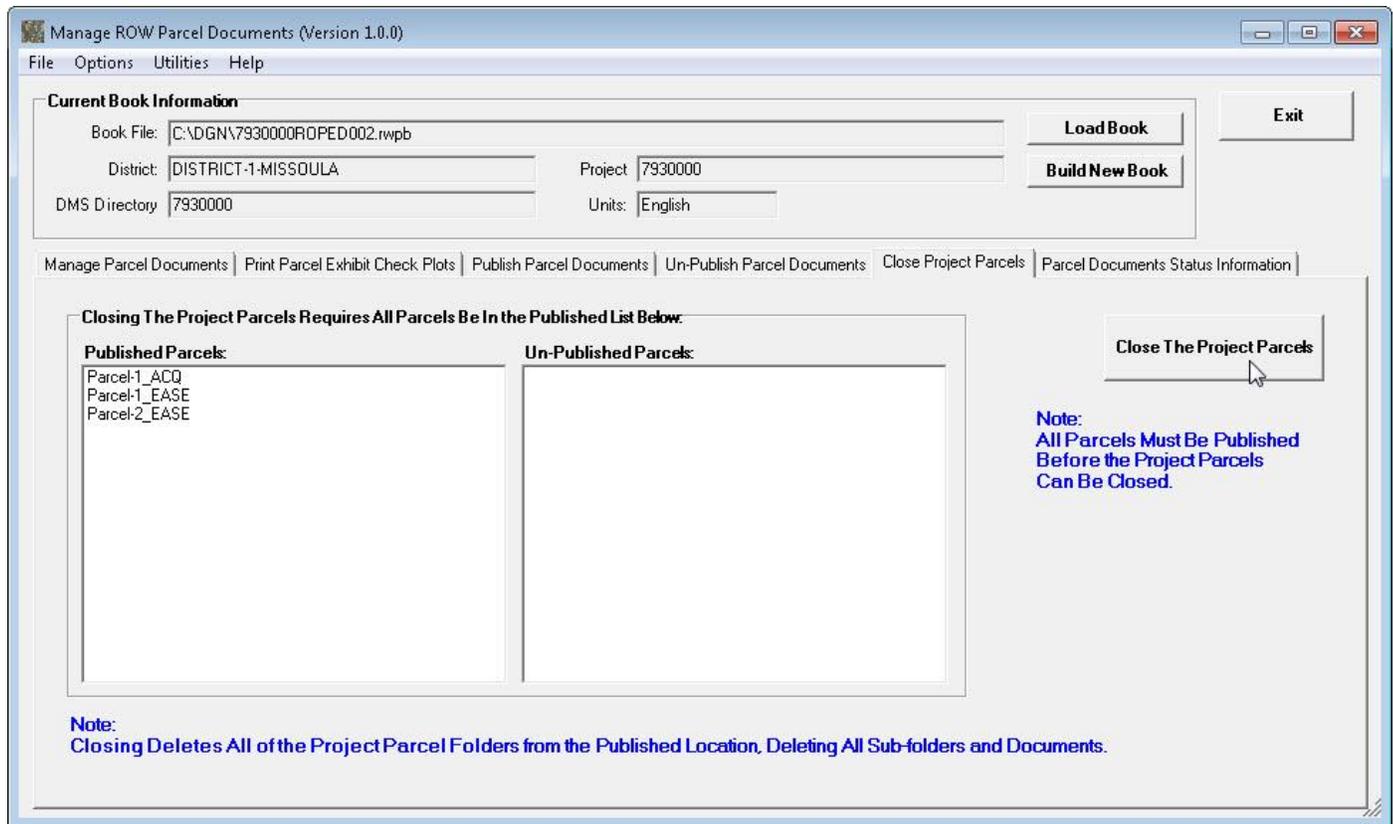
All parcel folders must be published before the project parcels can be closed. Hence, in the example above the **Close The Project Parcels** button is disabled as two parcels in the project are currently un-published.

Once all parcels have been published for a project the Close Project Parcels tab display shows all parcels in the ***Published Parcels:*** list and the **Close the Project Parcel** button is enabled, as shown below.

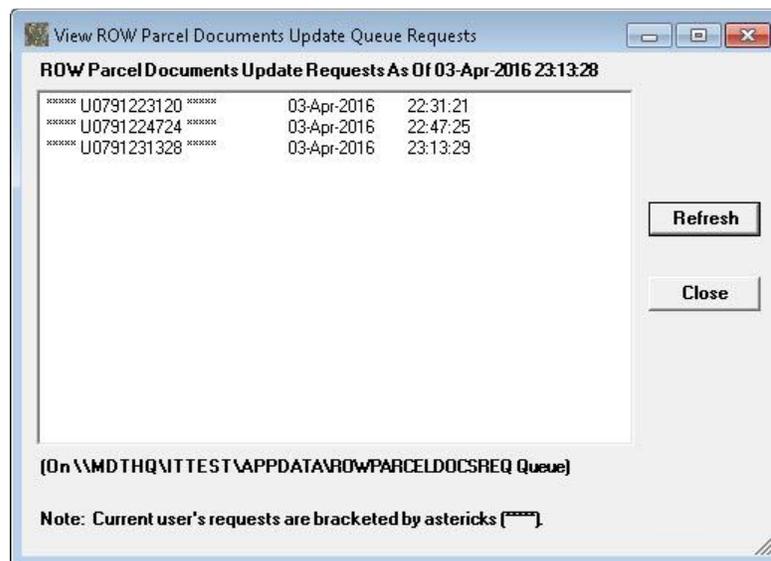


Select the **Close the Project Parcels** button to submit the request to close the project parcels, as shown below.

Manage ROW Parcel Documents User's Manual



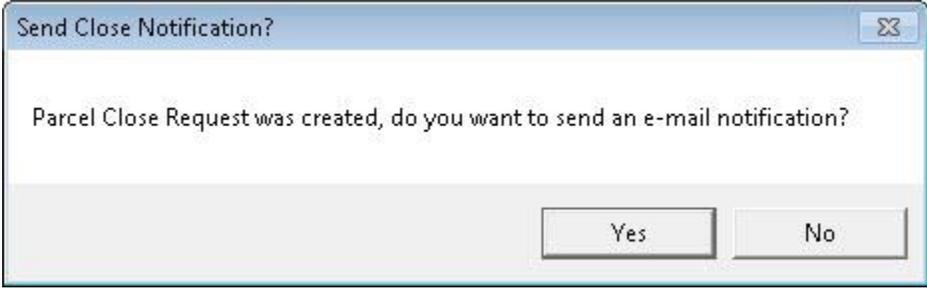
A **View ROW Parcel Documents Update Queue Requests** form will be displayed, as show below.



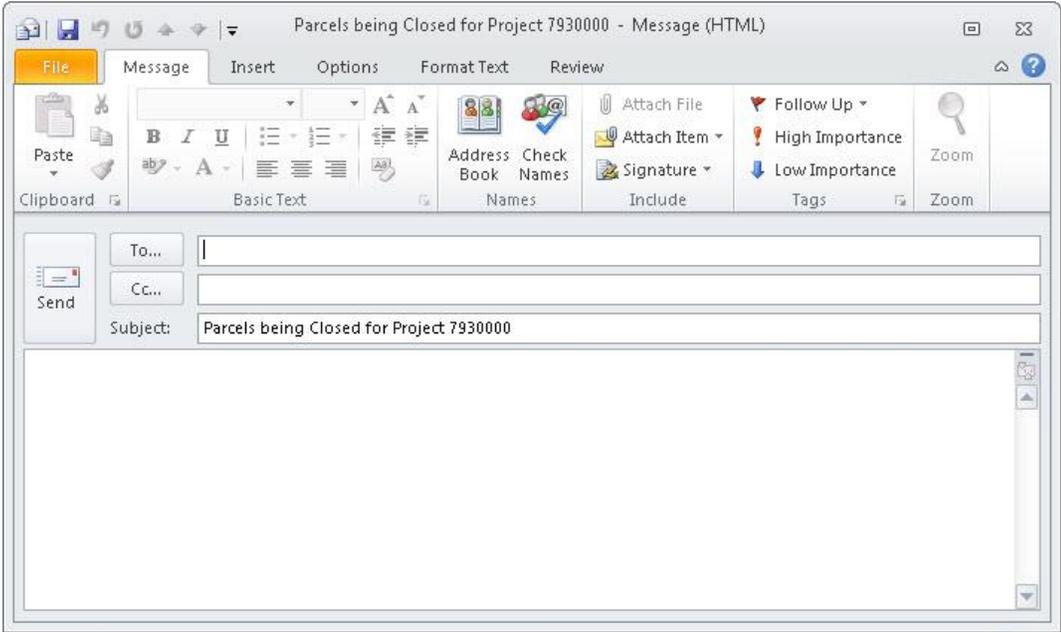
The request will be processed by the Network Batch Plotters and the Project Parcels will be closed.

Click the **Close** button to close the form.

If the "Prompt To Send Email Notifications" option is checked on in the User Options, a **Send Close Notification?** form will be displayed, prompting to select whether or not to send an e-mail notification, as shown below.



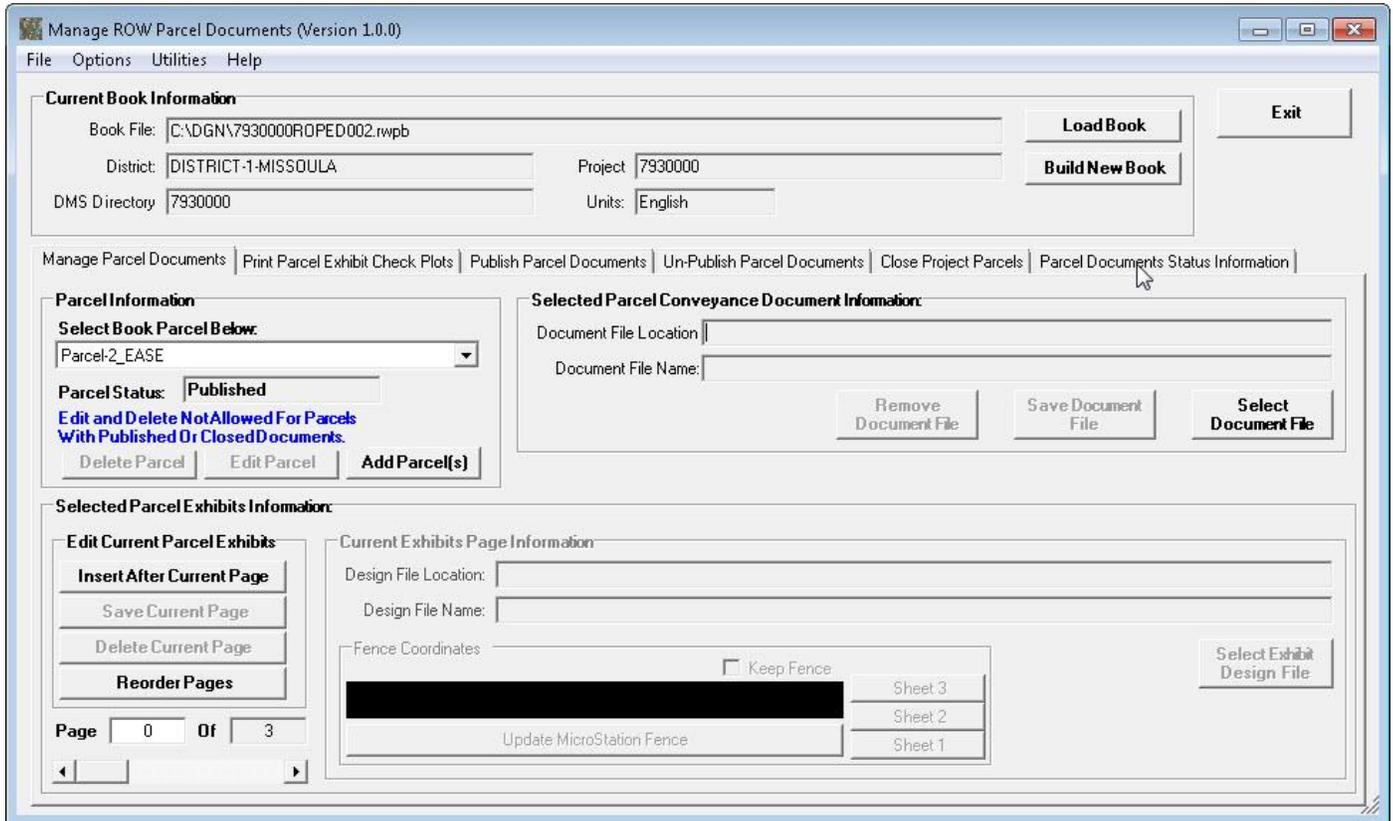
If **Yes** is selected, a new outlook e-mail message will be initialized with the Subject and body containing Project Parcels Closure notification information, ready for the user to complete and send, as shown below.



14. View Parcel Documents Status Information

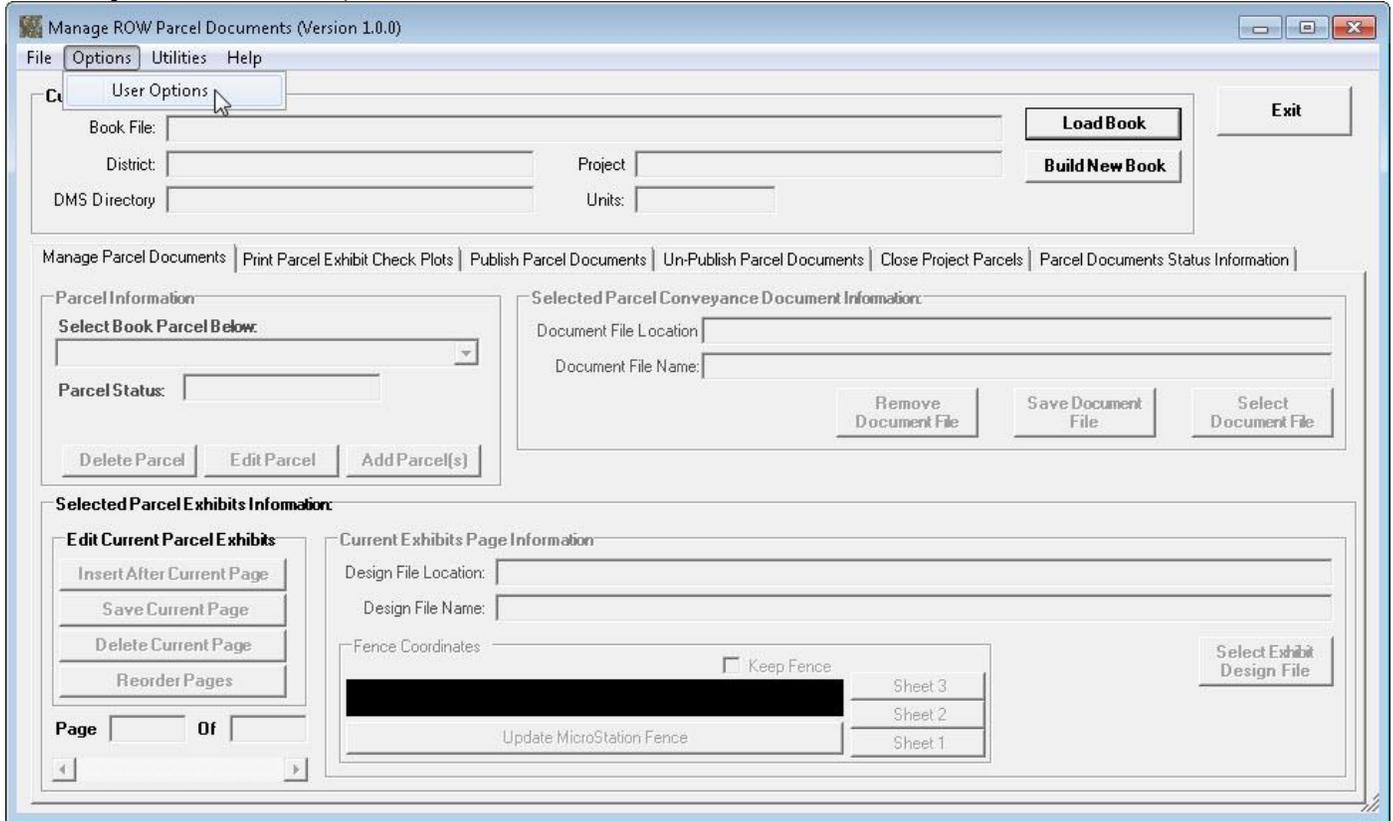
At any time during the Parcel Document processing process users can view the status of all parcels using the Parcel Documents Status Information tab.

To start the process of viewing parcel status information first select the **Parcel Documents Status Information** tab on the main form, as shown below.

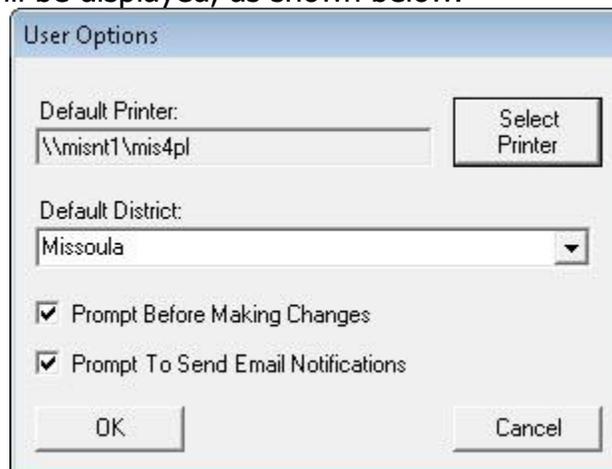


15. Setting or Changing Default User Options

To set or change the Default Printer or Default District user options select the **Options** menu → **User Options** sub-item, as shown below.



The **User Options** form will be displayed, as shown below.



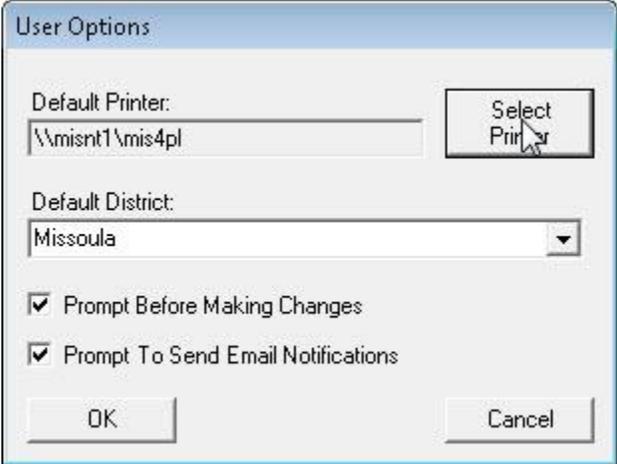
The current Default Printer is displayed in the Default Printer: text box (in this example the Default Printer is \\misnt1\\mis4pl).

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The current Default District is shown in the Default District: dropdown list (in this example the default district is Missoula).

The current Prompt Before Making Changes and Prompt To Send Email Notifications options are also shown on the form. In this example both the **Prompt Before Making Changes** and **Prompt To Send Email Notifications** options are selected.

To change the Default Printer select the Select Printer button as shown below.



The screenshot shows a dialog box titled "User Options". It contains the following elements:

- Default Printer:** A text input field containing the path "\\misnt1\mis4pl". To its right is a button labeled "Select Printer".
- Default District:** A dropdown menu with "Missoula" selected.
- Prompt Before Making Changes:** A checked checkbox.
- Prompt To Send Email Notifications:** A checked checkbox.
- OK** and **Cancel** buttons at the bottom.

Note: Options that are checked are turned on.

The ***Choose From Approved ROW Plotters Listed Below*** form will be displayed as shown below.

The dialog box is titled "Choose From Approved ROW Plotters Listed Below". It contains a section titled "Select Plotter" with the following options:

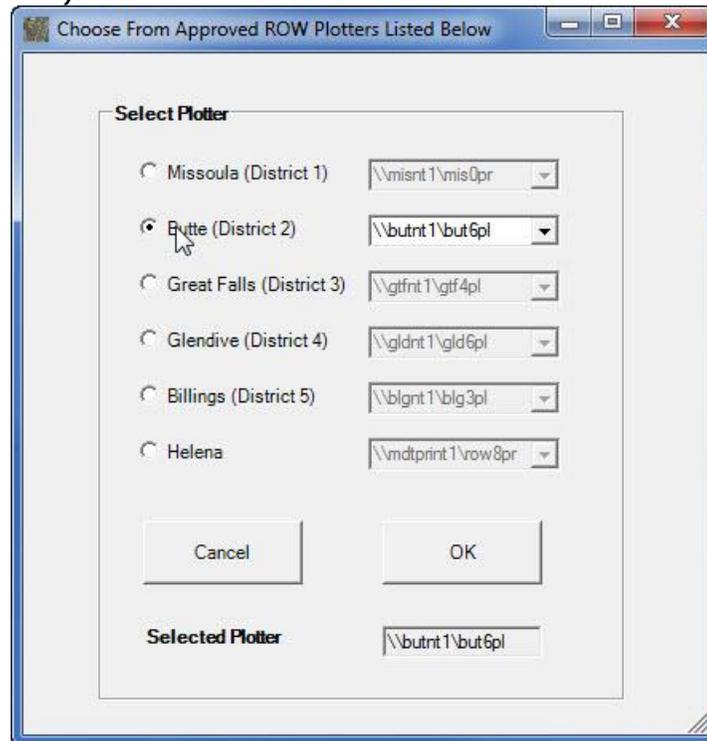
Plotter Name	File Path
<input type="radio"/> Missoula (District 1)	\\misnt1\mis4pl
<input type="radio"/> Butte (District 2)	\\butnt1\but6pl
<input type="radio"/> Great Falls (District 3)	\\gftnt1\gft4pl
<input type="radio"/> Glendive (District 4)	\\gldnt1\gld6pl
<input type="radio"/> Billings (District 5)	\\blgnt1\blg3pl
<input type="radio"/> Helena	\\mdtprint1\row8pr

Buttons: Cancel, OK

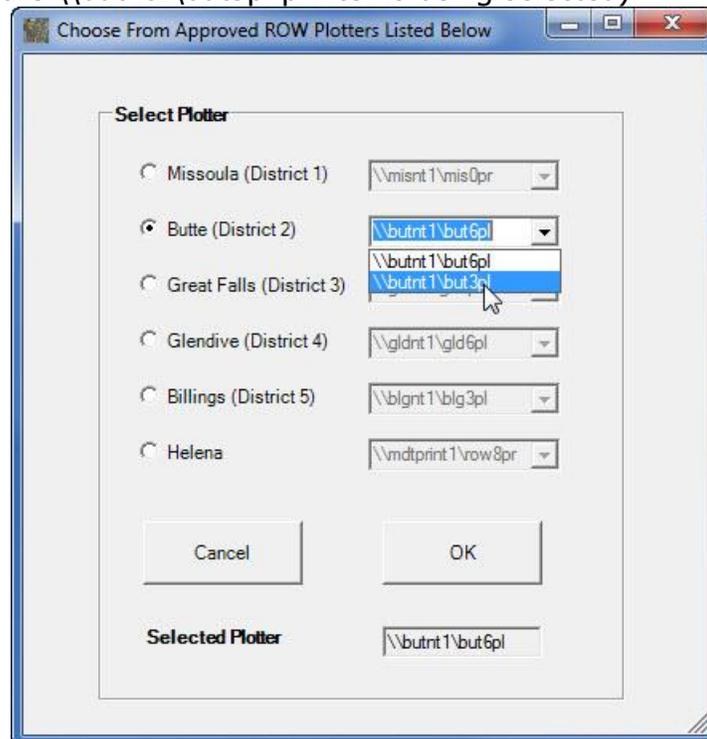
Selected Plotter: \\misnt1\mis0pr

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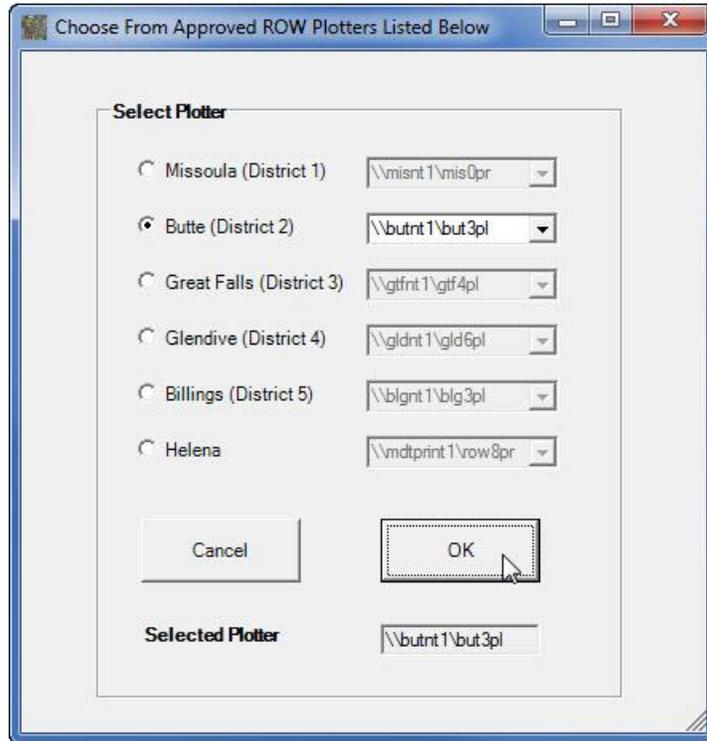
Next, select the District for the desired printer, as shown below (in this example the Butte (District 2) option has been selected).



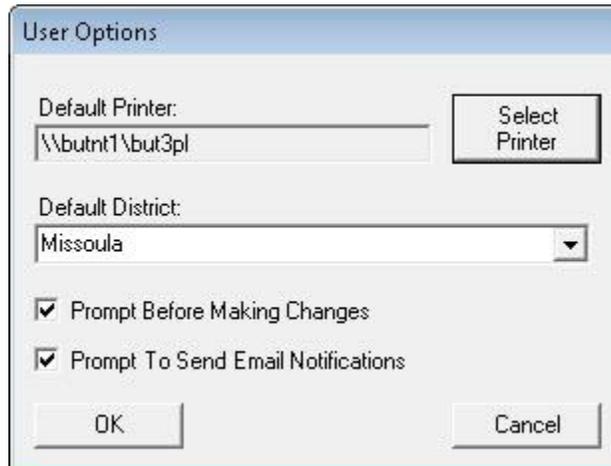
Next, select the desired printer from the dropdown list next to the selected district as shown below (in this example the \\butnt1\but3pl printer is being selected).



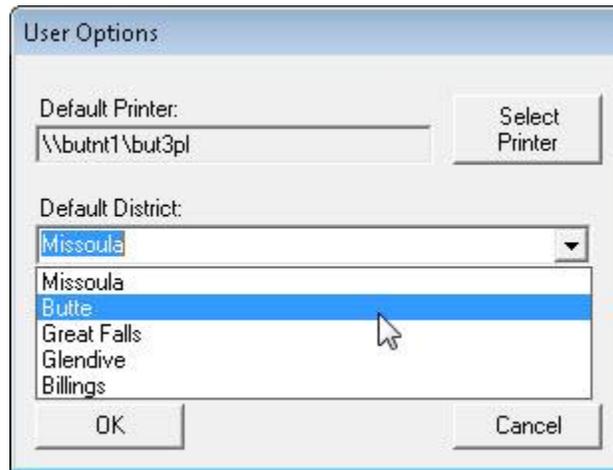
After selecting the desired printer, the selected printer will be displayed in the Selected Printer text box, as shown below.



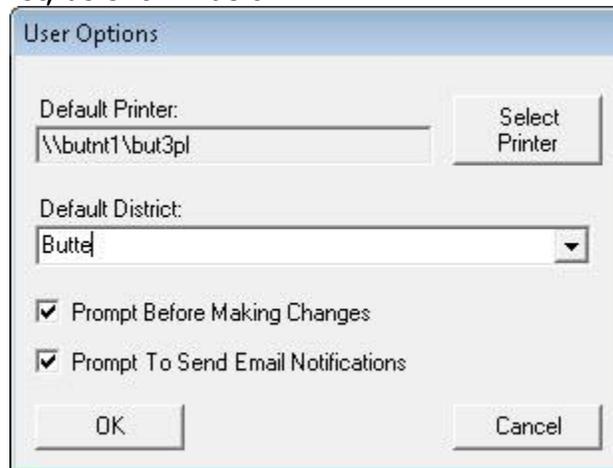
Next, select the **OK** button as shown above to complete the default plotter selection process. The form will close and the new default printer will be displayed in the **User Options** form as shown below.



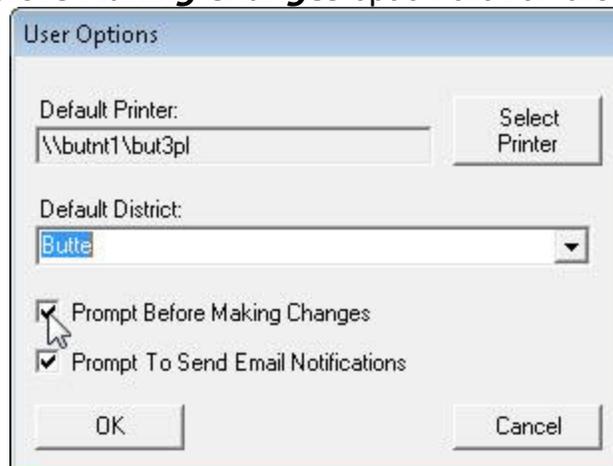
To change the Default District select the desired district from the Default District dropdown list, as shown below (in this example the Butte district item is being selected from the dropdown).



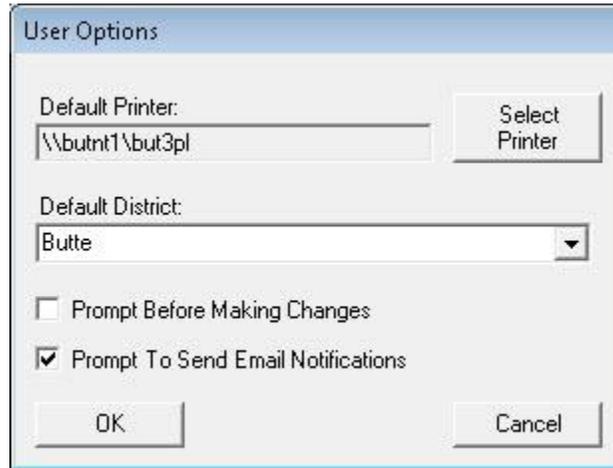
After selecting the desired district from the Default District dropdown list the selected item will be displayed in the dropdown list, as shown below.



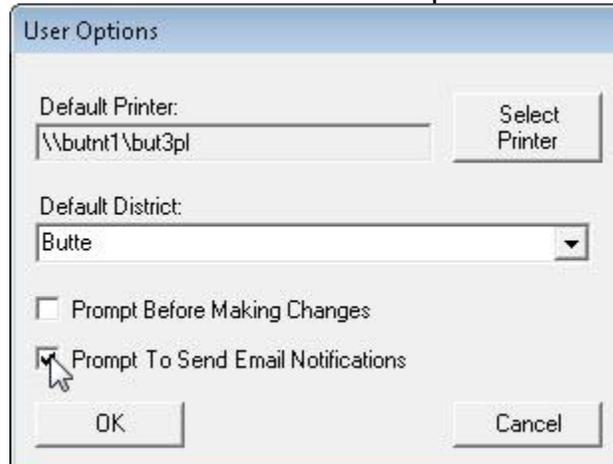
To change the **Prompt Before Making Changes** option click on the item, as shown below.



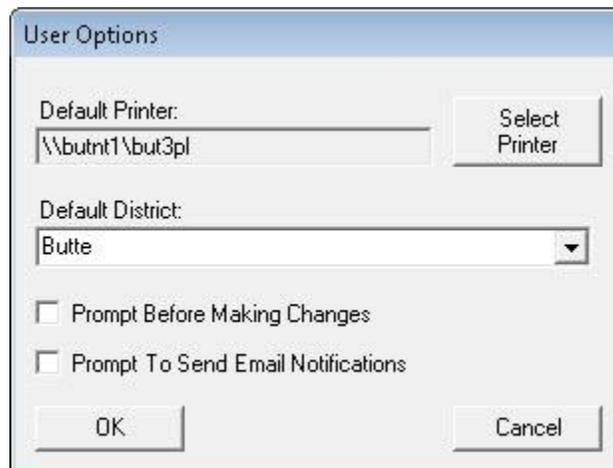
After changing the **Prompt Before Making Changes** option the changed selection is displayed as shown below.



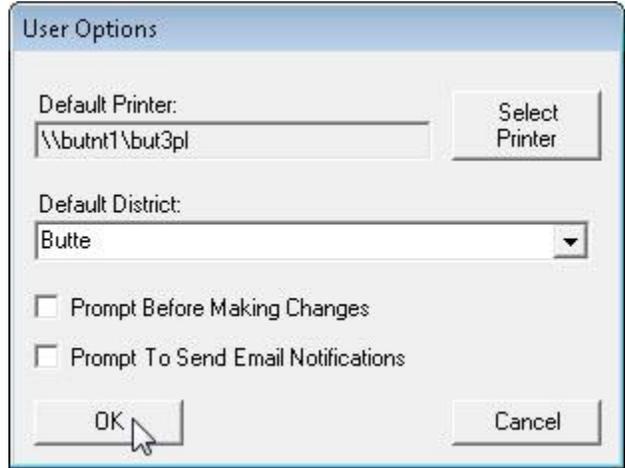
To change the **Prompt To Send Email Notifications** option click on the item, as shown below.



After changing the **Prompt To Send Email Notifications** option the changed selection is displayed as shown below.



Select the **OK** button, as shown below, to complete the Default Printer and/or Default District and/or Prompt Before Making Changes and/or Prompt To Send Email Notifications User Options selection process.

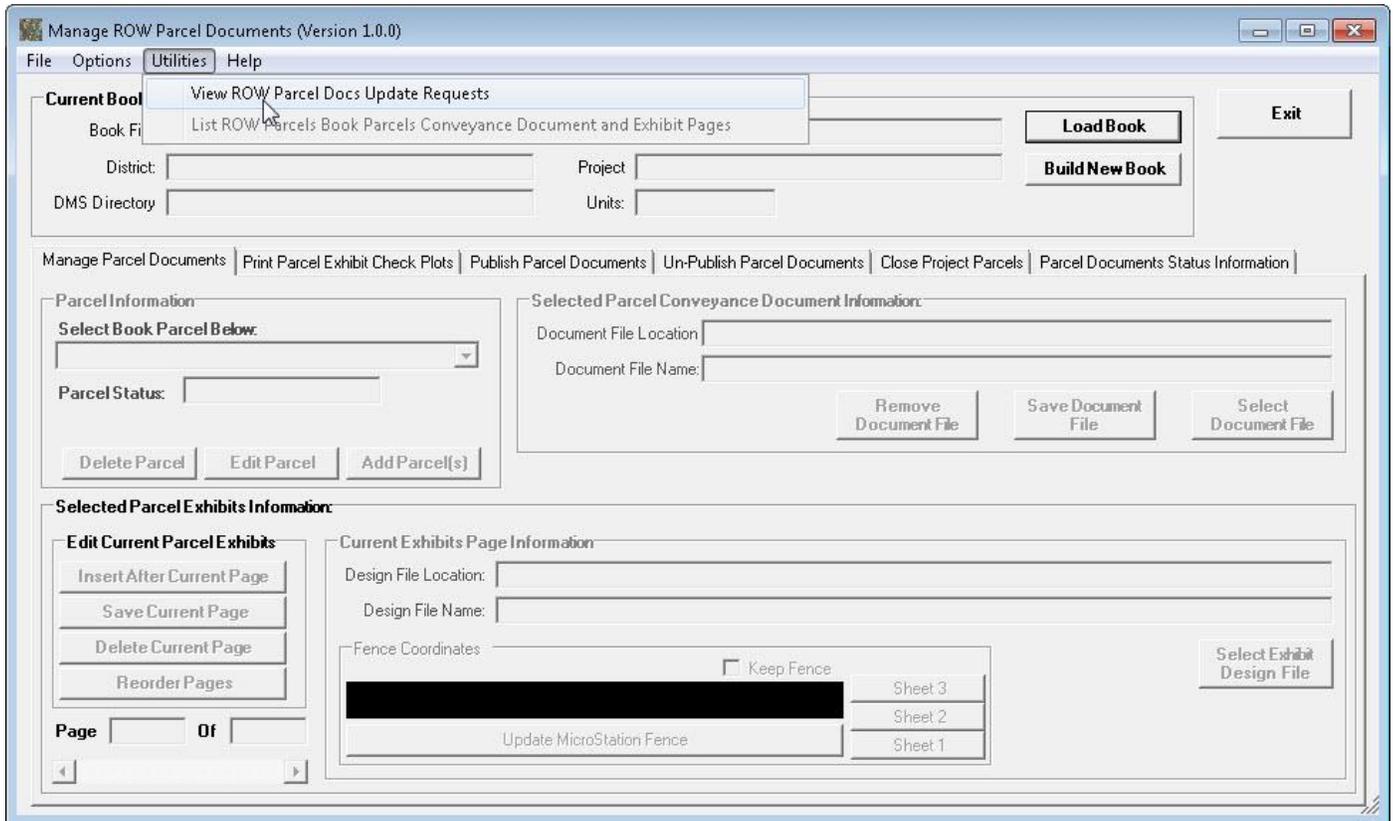


The **User Options** form will close and the main form will be displayed. The new user options will be used for all future operations.

16. Viewing Request Queue Requests

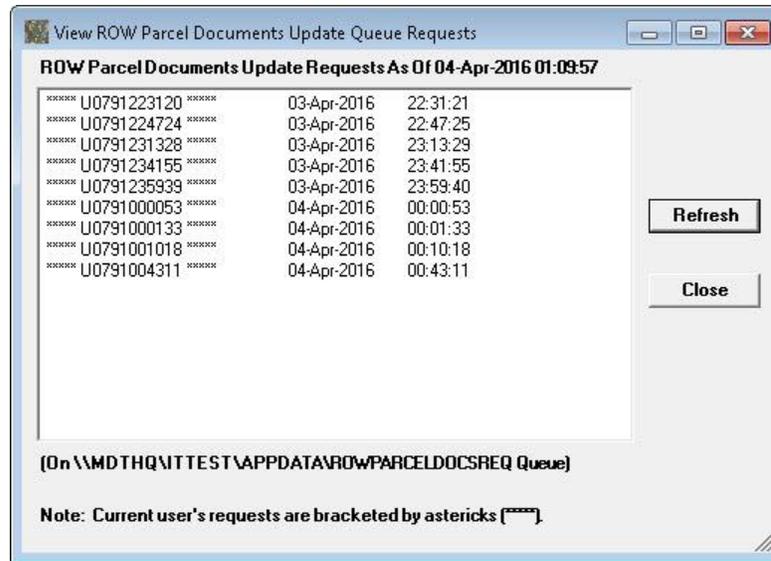
The ROW Parcel Documents Updates Request Queue can be viewed to check for requests in the queue.

To check for requests select the **Utilities** menu → **View ROW Parcel Docs Update Requests** sub-item, as shown below.



The View ROW Parcel Documents Update Queue Requests form will be displayed, as shown below.

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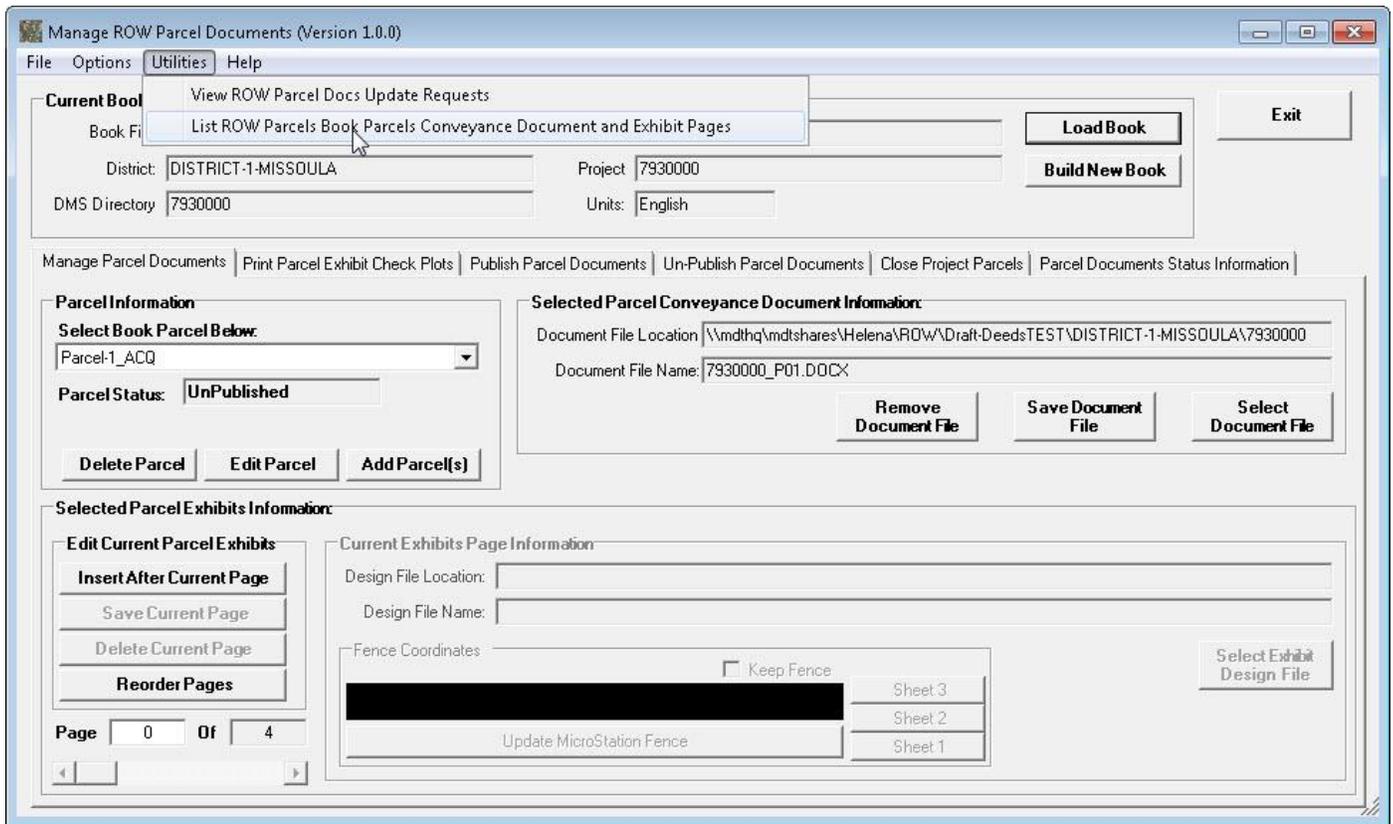
The logged in user's requests are bracketed by asterisks to make it easier to find the user's requests.

Select the **Close** button to close the form.

17. List ROW Parcels Book Parcels Conveyance Document and Exhibit Pages Information

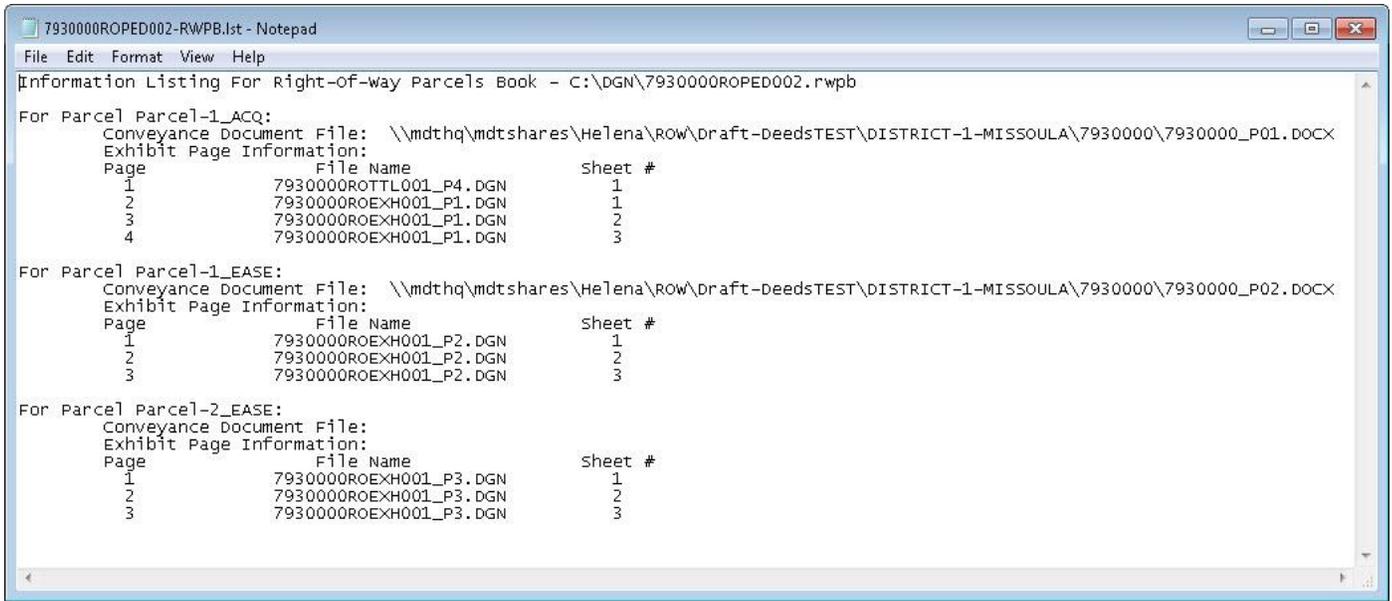
The ROW Parcels Book Parcels Conveyance Document and Exhibit Pages Information can be listed to help with working with parcel documents.

To list the ROW Parcels Book parcels conveyance document and exhibit pages information select the **Utilities** menu → **List ROW Parcels Book Parcels Conveyance Document and Exhibit Pages Information** sub-item, as shown below.



The book information is written to a text file and opened in Notepad, as shown below.

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The screenshot shows a Notepad window titled "7930000ROPED002-RWPB.lst - Notepad". The menu bar includes "File", "Edit", "Format", "View", and "Help". The text content is as follows:

```
Information Listing For Right-of-Way Parcels Book - C:\DGN\7930000ROPED002.rwpb

For Parcel Parcel-1_ACQ:
Conveyance Document File: \\mdthq\mdtshares\Helena\ROW\Draft-DeedsTEST\DISTRICT-1-MISSOULA\7930000\7930000_P01.DOCX
Exhibit Page Information:
Page      File Name      Sheet #
1         7930000ROTTL001_P4.DGN      1
2         7930000ROEXH001_P1.DGN      1
3         7930000ROEXH001_P1.DGN      2
4         7930000ROEXH001_P1.DGN      3

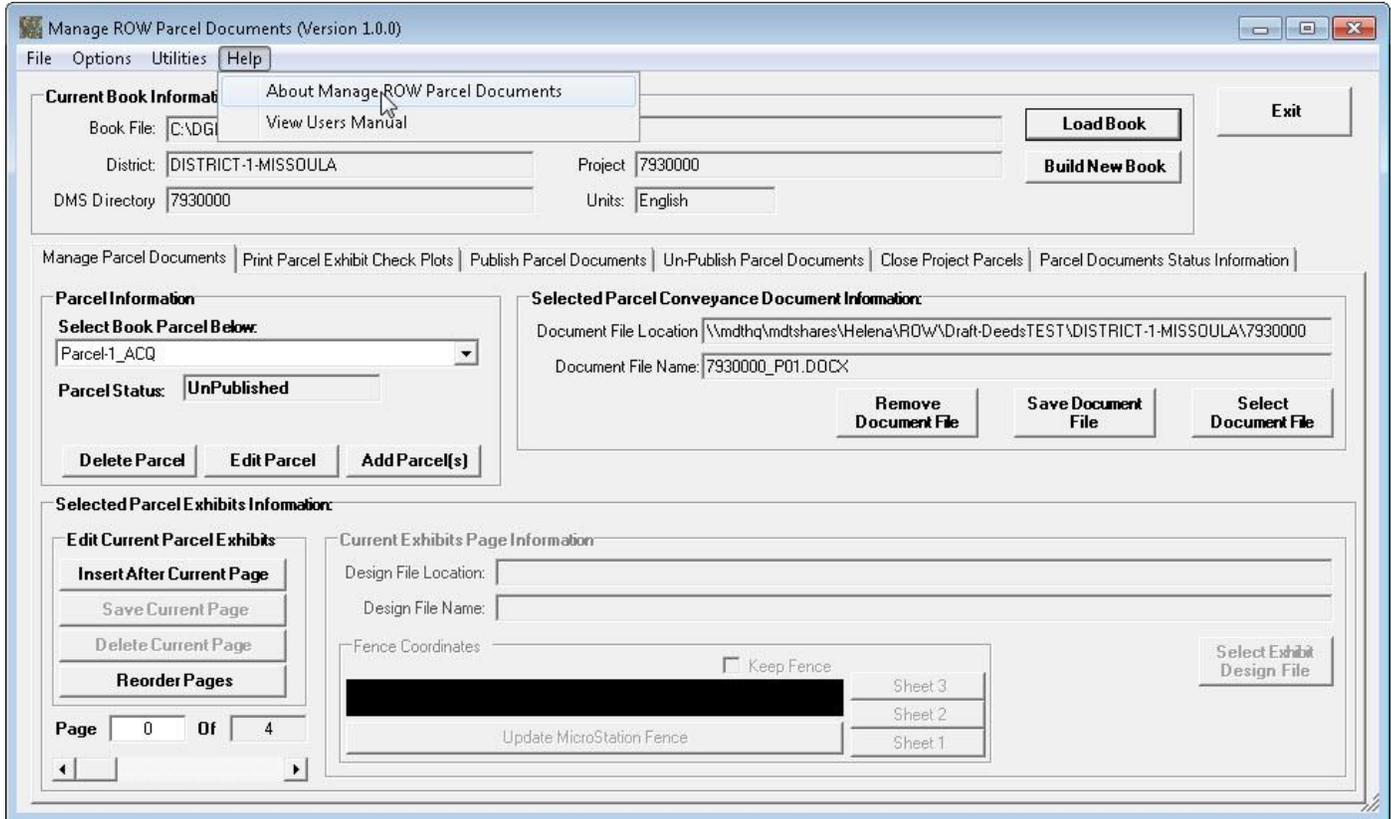
For Parcel Parcel-1_EASE:
Conveyance Document File: \\mdthq\mdtshares\Helena\ROW\Draft-DeedsTEST\DISTRICT-1-MISSOULA\7930000\7930000_P02.DOCX
Exhibit Page Information:
Page      File Name      Sheet #
1         7930000ROEXH001_P2.DGN      1
2         7930000ROEXH001_P2.DGN      2
3         7930000ROEXH001_P2.DGN      3

For Parcel Parcel-2_EASE:
Conveyance Document File:
Exhibit Page Information:
Page      File Name      Sheet #
1         7930000ROEXH001_P3.DGN      1
2         7930000ROEXH001_P3.DGN      2
3         7930000ROEXH001_P3.DGN      3
```

The text file is saved in the C:\Dgn folder with the name displayed at the top of the Notepad form.

18. Viewing Information About The Program

To view information about the program, including Support contact information select the **Help** menu → **About Manage ROW Parcel Documents** sub-item, as shown below.

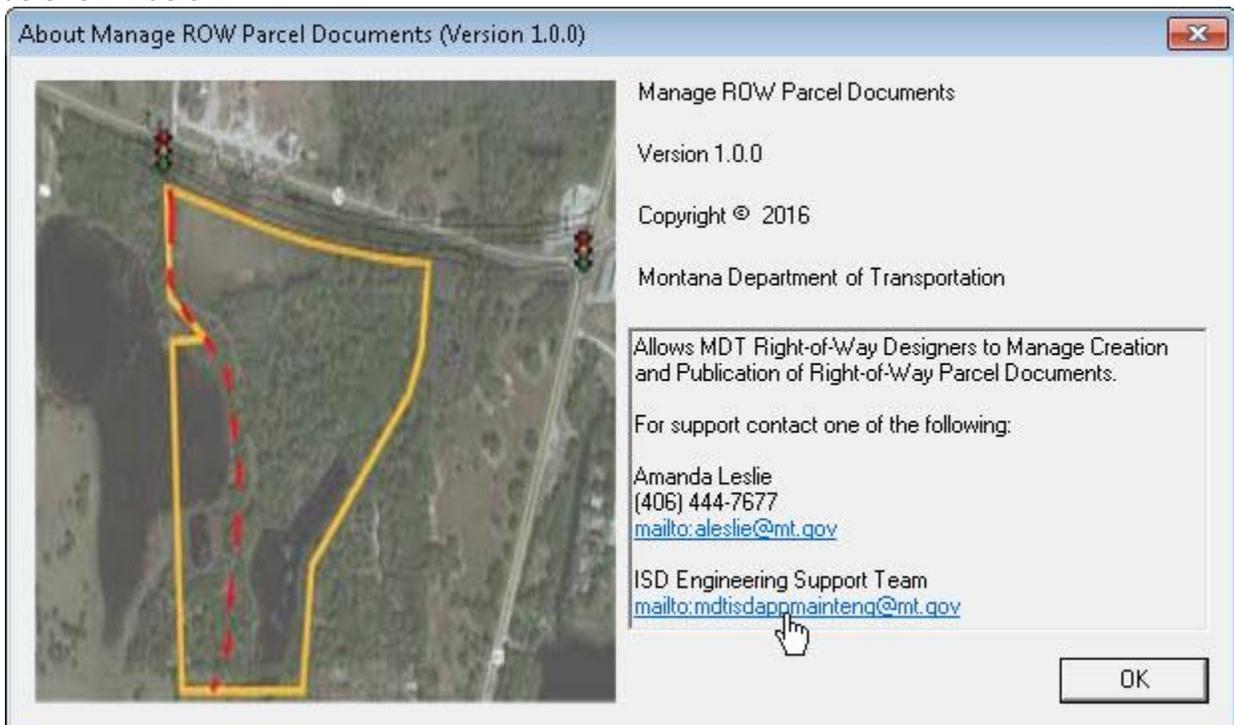


The **About Manage ROW Parcel Documents** form will be displayed as shown below.

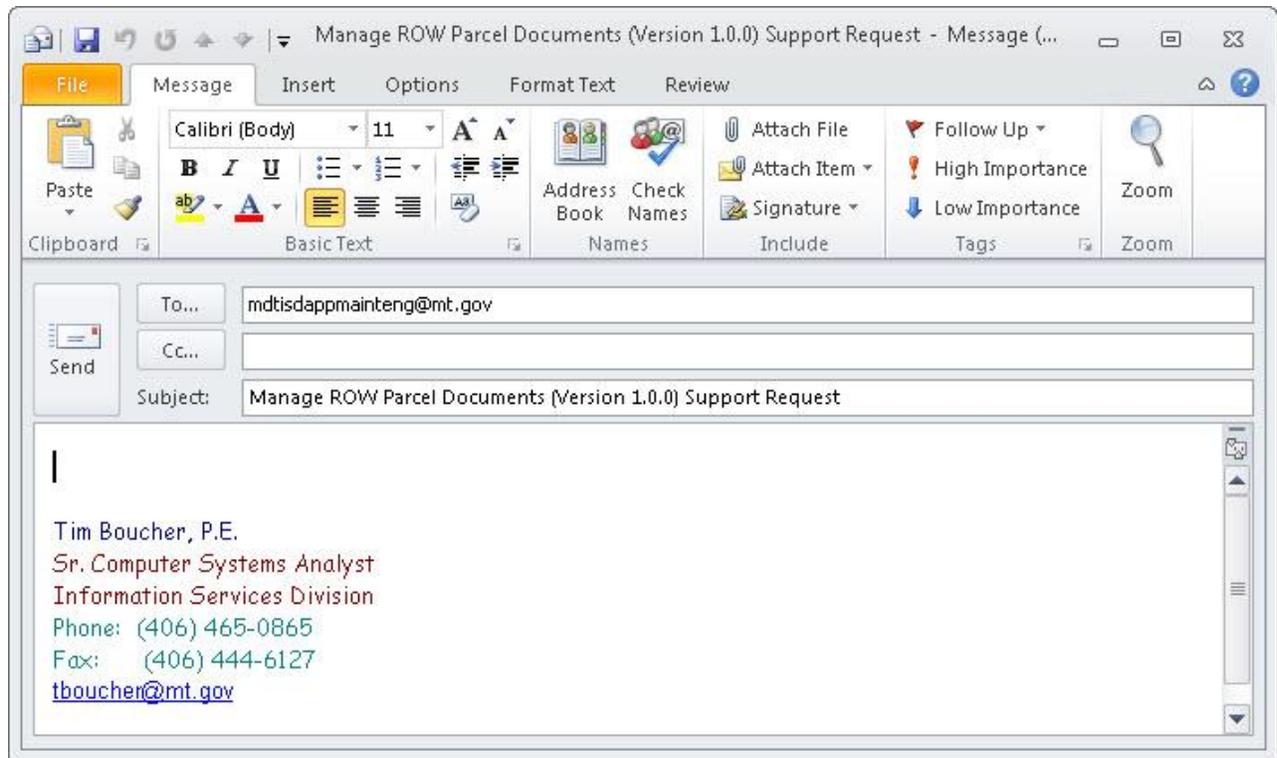
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The form displays information about the program including the Version number (in this example the version information is Version 1.0.0). The form also displays support contact information in the lower right section of the form. To e-mail a support contact click on the [mailto:.....](mailto:aleslie@mt.gov) hyperlink text, as shown below.



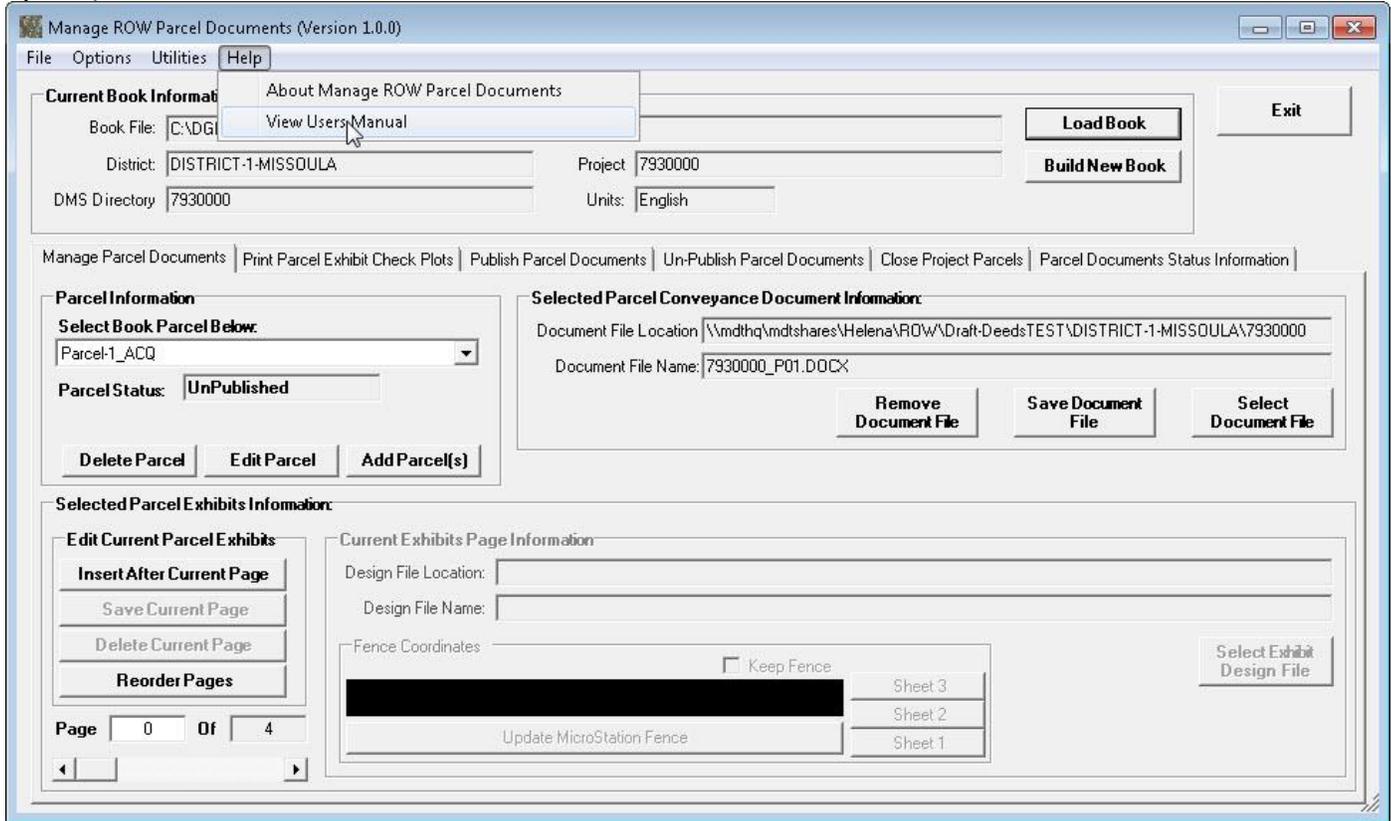
A new Outlook e-mail message will be created with the To.. populated with the e-mail address for the support contact and the Subject: populated with a program support request subject item, as shown below.



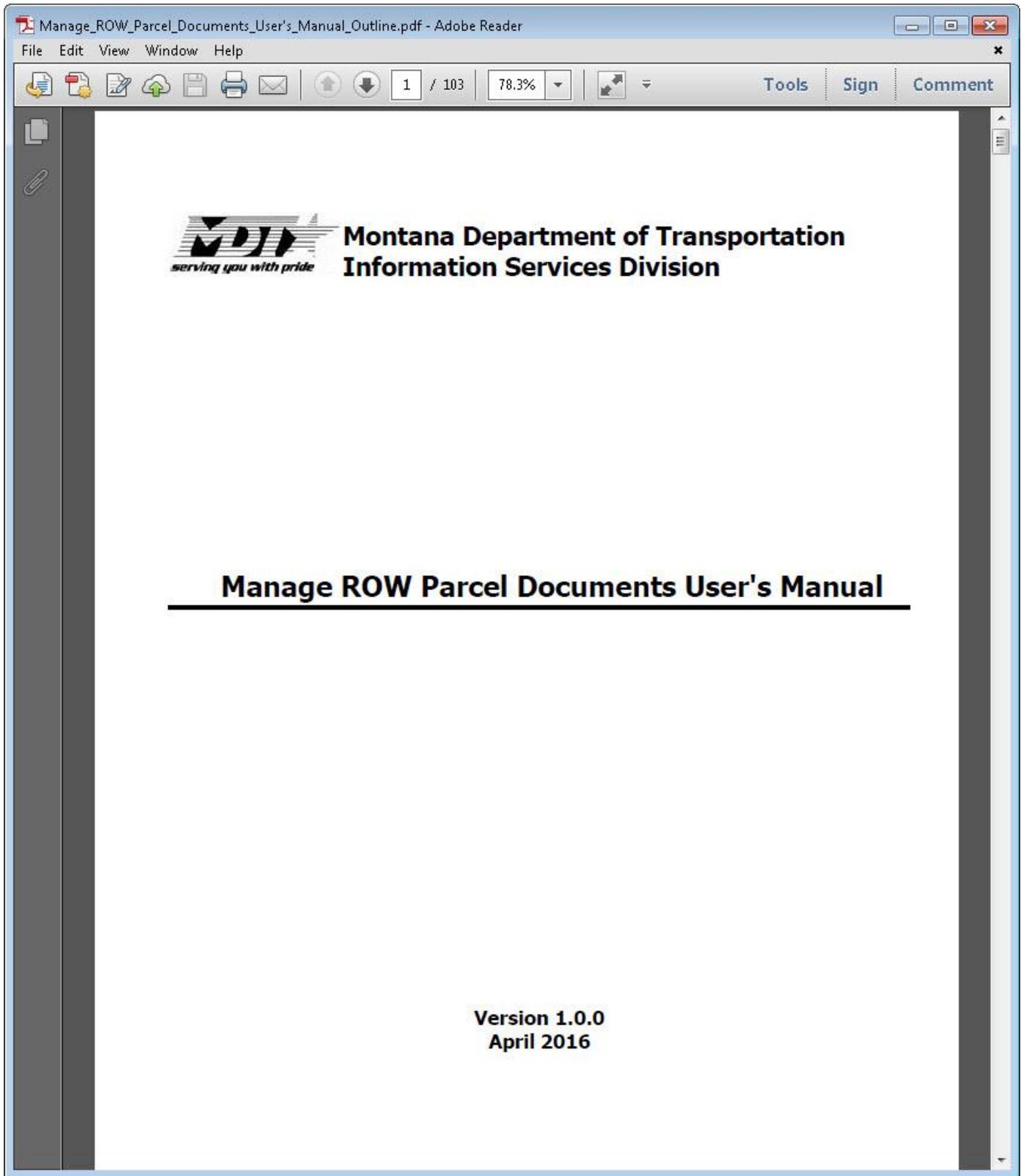
Simply fill out the desired message content and send the message. The support contact will receive the e-mail message and start the process of addressing the support request.

19. Viewing The Program User's Manual

To view a PDF of the program user's manual select the **Help Menu** → **View Users Manual** option, as shown below.



The PDF version of the Manage ROW Parcel Documents User's Manual will be displayed, as shown below.



20. Technical Support

To obtain technical support, contact one of the following:

Amanda Leslie
Right-of-Way Bureau
Phone: 406-444-7677
aleslie@mt.gov

ISD Engineering Support Team
mdtisdappmainteng@mt.gov